

**Millersville University  
Campus Recreation Department**



**INTRAMURAL SUPERVISOR APPLICATION**

TERM APPLIED FOR: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME: \_\_\_\_\_ Current Academic year \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_ MU # \_\_\_\_\_

CURRENT CAMPUS OR LOCAL ADDRESS: (Include room & box# for campus or address & city for local)

\_\_\_\_\_  
\_\_\_\_\_

LOCAL PHONE # (\_\_\_\_) \_\_\_\_\_ CELL: # (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

SCREEN NAME \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PERMANENT PHONE # (\_\_\_\_) \_\_\_\_\_

CURRENT MU CLASS Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate \_\_\_\_\_

ANTICIPATED GRADUATION DATE Fall \_\_\_\_\_ Spring \_\_\_\_\_

CURRENT MAJOR \_\_\_\_\_

PRIOR RECREATIONAL OR EQUIVALENT EXPERIENCE:

WHY DO YOU WANT TO WORK IN THIS POSITION?

REFERENCES: Please include a current contact number or email address

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **INTRAMURAL SUPERVISOR JOB DESCRIPTION**

### **Job Summary:**

To provide supervision to an intramural facility, sport and employees while enforcing the intramural policies and procedures and upholding sportsmanship within an enjoyable competitive environment

### **Essential Functions:**

1. Maintain a professional & respectful demeanor at all times
2. Provide quality customer service to intramural participant (s), intramural team (s) & team representative (s)
3. Enforce the intramural mission statement while upholding sportsmanship
4. Enforce intramural policies and procedures
5. Ensure proper operational procedures for contests
6. Control the sport environment while ensuring safety & decreasing potential risk (s)
7. Supervise intramural contest & intramural sport official (s)
8. Effectively manage conflict during intramural contest
9. Effectively problem-solve & make instantaneous decisions
10. Conduct personnel training & participant meetings
11. Actively participate in ejection board meeting (s) and personnel interview (s)
12. Attend mandatory personnel meetings
13. Encouraged to participate in recreational conference (s) & regional intramural tournament (s)

### **Qualifications:**

1. Current intramural staff member in good standing
2. Completed a minimum of one semester as an intramural sport official
3. Demonstrated the ability to manage conflict & control the sport environment
4. Exhibits an approachable demeanor towards co-workers & participants
5. Willingness to actively participate in varies aspects of programming & training personnel
6. Willingness to learn and participate in an enjoyable environment