



SPORT PROGRAMS ASSISTANT

Job Summary and Employee Expectations

The Sport Programs Assistant is responsible for serving in a support role for intramural, club, and open recreation events and activities. Assistants will serve in various roles that include sports official, field attendant, office assistant, and/or special event planner. Assistants will help oversee recreational facilities in order to provide a safe and enjoyable atmosphere for participants. Sport Programs Assistants work under the direction of the Associate Director, Assistant Director, and Graduate Assistant for Campus Recreation Sport Programs. **Sport Programs Assistants must obtain lay responder or higher CPR, AED, and First-Aid certifications within 30 days of hire.**



Job Responsibilities

- Assistants should remain unbiased and exhibit strong decision-making skills related to interactions with other student staff and participants.
- Current Clemson student with minimum enrollment of six (6) credit hours
- Knowledge of the intramural and club sports policies, procedures, and sport rules
- Prior involvement with organized sports (preferred)
- Organizational skills and attention to detail
- Demonstrated ability in working with people
- Motivation and enthusiasm
- Professionalism and a willingness to learn
- Assist in oversight/administration of program activities and events
- Oversee intramural and club contests to ensure participation takes place in a safe manner
- Work under the support/guidance of Sport Program Managers
- Set up and take down of facilities and equipment for daily activities
- Monitor the facility/equipment for safety and provide risk management feedback
- Officiate various intramural sports as necessary
- Respond to injuries and administer care when necessary
- Serve as a resource and service person for program participants
- Oversee the participant sign-in process for intramural and club sport activities
- Oversee the score and results entry process for intramural sport activities

Hours and Scheduling

- Sport Programs Assistants may work up to 25 hours per week, or as few as 6 hours per week (based on employee's preference and availability)
- Scheduling done on a week-to-week basis to provide flexibility