

CAMPUSREC

Intramural Sports Official **5-15 Hours/Week • \$17.48/Hour**

Sports: Outdoor Soccer, Volleyball, Basketball, and Indoor Soccer
Positions Available varies by sport and term– Start Date: start of each term

We accept Federal Work Study Applicants, but not required

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

Do you like sports? Did you play sports in high school? Do you play sports now? Do you watch sports? Do you want to make some money? If your answer is “yes” to any of those questions, you could make a great Intramural Sports Official! All current PSU students are eligible to officiate and play intramural sports. Hiring takes place each term and is sport specific.

Supervisor for this Position: Easton Henrikson, Intramural Sports & Special Events Coordinator, im@pdx.edu

Duties and Responsibilities

- Attend all training sessions for that particular sport and become familiar with policies, rule interpretations, and mechanics
- Officiate Intramural leagues and tournaments; league offerings listed below.
- Resolve conflicts and sportsmanship problems when they arise
- Assist with the set-up and breakdown of the playing areas
- Work various games as a scorekeeper when needed
- Attend staff meetings
- Work tabling shifts to help promote program offerings and answer questions.
- Other duties as assigned

Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- Maintain any valid certifications that is required of your position
- Basic knowledge of sport rules and familiarity with the game
- Arrive to game site 30 minutes prior to when scheduled games are to be played

CAMPUSREC

- Available in the evenings - Sunday through Thursday
- Attend mandatory trainings throughout each season

Working Conditions

- Typical Working Hours: (League Schedule is subject to change)
 - Outdoor Soccer: Thursdays 6-10PM Fall and Spring term
 - Volleyball: Wednesdays 6-10PM Fall, Winter, and Spring term
 - Basketball: Mondays 6-10PM Winter and Spring term
 - Indoor Soccer: Thursdays 6-10PM Winter term
- Location of Work: Academic & Student Recreation Center, Stott Community Field, Viking Pavilion, and other locations where Intramural activities take place.
- Type of Work: standing/jogging/running on the field/court to call violations and fouls and manage the game environment.
- Occasionally required to work in inclement weather conditions (rain, wind, cold temps, etc.) and on weekends.
- Attire:
 - During games: referee shirt (provided), Fox40 whistle (provided), black shorts/pants, and closed toed shoes
 - Other shifts: Campus Rec staff shirt, nametag, and closed toed shoes

Minimum Qualifications

- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- Positive attitude
- Ability to respond to emergency situations
- Coachable and willing to implement feedback to improve officiating
- Strong communication skills
- **Available in the evenings on league night each academic term - Monday through Thursday**
- **Attend mandatory trainings before each season**
- **Must successfully complete a background check**

Preferred Qualifications

- Strong knowledge of the sport rules
- Officiating experience

CAMPUSREC

Application Instructions

1. Complete the [PSU Intramural Sports Officials Interest Form](#)
2. Complete our Campus Rec [Job Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
3. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crcjobs@pdx.edu and Intramurals email (im@pdx.edu) with the subject line stating "Position Name, Last Name."
4. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at ckwong@pdx.edu.

Performance reviews and evaluations are given bi-annually for student employees and annually thereafter. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: CONTINUOUS (referee tryouts starts week 1 of Fall term, additional tryouts will take place throughout the year to fill vacancies)