



Intramural Coordinator Position Description Fall 2022 and/or Winter 2023

General Accountability

An Intramural Coordinator is a positive and enthusiastic St. Jerome's community member who is reliable, dependable, and creative and is looking to enhance their leadership portfolio and gain valuable experience working with other student leaders and St. Jerome's University administration.

Nature and Scope

An Intramural Coordinator is an upper year full time undergraduate student that works with the Community Life Assistant (or their delegate) to facilitate residence intramural sports leagues. This position is for the Fall 2022 and/or Winter 2023 term(s).

An Intramural Coordinator (IC) is:

- A full-time upper year student (in classes or on co-op) in good or above standing. If you do not meet this requirement, speak with the Community Life Assistant
- A leader in the St. Jerome's community;
- A role model that represents the values of St. Jerome's on and off campus;
- An active example that embodies a life of respect for self and others;
- Someone with a strong desire for St. Jerome's University;
- Open, honest, reliable, committed;
- Creative and passionate;
- Executer, doer, "front line";
- Idea generator, promoter, advertiser;
- Supporter, reflective, critical thinker.

Specific Accountabilities

The responsibilities for this position can be subdivided into two main categories that include the following:

1. General Duties

- a. Work with co-Intramural Coordinator to implement basketball, volleyball, and dodgeball leagues for students in residence and the off-campus community program
- b. An IC is a role model who personally embodies the mission of St. Jerome's to promote, coordinate, and execute intramurals for SJU residents

2. Specific Duties

- a. Must attend IC training (one day in early September 2022)
- b. Coordinate promotion, registration, and logistics of SJU intramurals
- c. Be present for weekly intramural nights
- d. Referee and score keep intramural games



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- e. Develop general rules and guidelines for intramurals (ex: basketball quarter length etc.)

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT

- Eligible to work in Canada
- Must be enrolled as a full-time student for the contract term
- Remain in good academic standing prior to and during contract term
- A passion for leadership; Excellent communication skills; Positive attitude; Team player
- Demonstrated positive contribution to the residence community (and a clean student conduct record)
- Prior to the commencement of the term of the contract, each IC candidate must complete the following:
- Pre-service summer online learning modules (1-3 hours of reading and correspondence);
- Attend training (one day in early September 2022);
- First Aid and CPR is an asset;
- Any other Institutional requirements deemed necessary.

Compensation

- Stipend of \$250.00/term

Important Dates

Intramural Coordinator Training	Early September 2022 (one day)
Fall Intramural Sign-Ups	Week of September 12, 2022
Fall Intramurals Begin	Week of September 26, 2022
Fall Intramurals End	Week of November 28, 2022
Winter Intramural Sign Ups	Week of January 9, 2023
Winter Intramurals Begin	Week of January 23, 2023
Winter Intramurals End	Week of April 3, 2023