



Graduate Assistant for Club Sports and Rec Sports Complex Position Description

The Graduate Assistant for Club Sports and Rec Sports Complex performs a significant role in the administration of the club sports program and the Rec Sports Complex staff. Under the supervision of the Coordinator for Club Sports and Rec Sports Complex, the Graduate Assistant serves as a leader and liaison to the club sports teams, Complex Managers and Field Crew.

RESPONSIBILITIES

1. Assist the Coordinator for Club Sports and Rec Sports Complex with the coordination of the club sports program.
2. Create promotional and marketing material for the campus community.
3. Input and update information on the departmental Web site.
4. Organize individual club sport folders that include rosters, waivers and correspondence with clubs.
5. Send out weekly emails to club presidents regarding deadlines, meetings, upcoming events and important information.
6. Keep updated records on clubs for CPR/AED and First Aid certifications, roster changes and practice and game/match/competition schedules.
7. Assist with the budget allocation hearing process and attend all meetings.
8. Attend practices and home games/matches/competitions as needed.
9. Assist with the coordination of the contingency fund proposals and allocation.
10. Work with the Coordinator for Club Sports and Rec Sports Complex with the student activity fee budget proposal.
11. Maintain and uphold the standards set forth in the Club Sports and Rec Sports Complex staff manuals.
12. Assist the Coordinator for Club Sports and Rec Sports complex in the administration of the daily facility operations at the two outdoor facilities: Rec Sports Complex and Club Sports Complex. These duties include, but are not limited to, maintaining records and reports, monitoring the daily and special events calendar, providing an accurate inventory of supplies, performing maintenance repair work and set ups for special events.
13. Serve as a liaison to the Coordinator for Club Sports and Rec Sports Complex staff and other student personnel. This role will be achieved through such activities as recording notes from staff meetings and maintaining the present communication system among staff members, including email correspondence.
14. Assist by taking a leadership role in employee recruitment, training, development of staff manuals, leading inservice meetings and scheduling.
15. Provide supervisory coverage in the absence of the Coordinator for Club Sports and Rec Sports Complex and during periods of critical shortages such as university breaks.
16. Evening and weekend supervision of complex and club special events conducted at the Rec Sports Complex, Club Sports Complex and Ramsey Student Center as needed.
17. Work cooperatively with other Rec Sports staff members and assist with departmental special events as needed.
18. Perform other duties as assigned.

QUALIFICATIONS

1. Maintain a current American Red Cross CPRO/AED and First Aid certification.
2. Earned Bachelor's Degree in Recreation, Sport Management or related field; preferably two years experience in a campus recreation program.
3. Accepted in a graduate program at the University of Georgia
4. Strong oral, written and interpersonal skills.
5. Must have strong initiative and leadership abilities.

REQUIREMENTS

1. Work in the absence of the Coordinator for Club Sports and Rec Sports Complex serving as the senior staff personnel during daily and weekend activities and special events.
2. Attend all staff and club sports meetings.
3. Work Complex Manager and Field Crew shifts as necessary.
4. Weekly schedule based on program needs including nights and weekends.