

The University of Tennessee RecSports Department

Sport Clubs Program Position Announcement

Position: **Sport Club Manager** (4 positions available, position starts August 2017)

RecSports is seeking enthusiastic, motivated students looking for valuable experience in the field of **Recreation and Sports Management**. By working with the Sport Clubs program, students will gain experience managing clubs, financial processes, event management, and more. Interested individuals should send a **cover letter and résumé** to Jon Janis at jjanis@utk.edu in addition to completing an application on the RecSports website by **Friday April 14th**.

Sport Club Managers assist the Program Coordinator and Graduate Assistant in the administration of the 36 sport clubs, and are specifically assigned to 6 to 9 clubs according to their skills and abilities.

Duties include but are not limited to:

- Enforcement of University and Department guidelines for clubs
- Supervision of club events (local only)
- Assist in overall administration duties in the Sport Clubs Office
- Assist in overseeing club finances and processing transactions
- Develop and assist club marketing efforts
- Develop and assist club fundraising efforts
- Meeting with clubs and staff
- Assist in the development of leadership skills for club members
- Review club and program policies and procedures

Minimum Qualifications:

- Be able to clearly communicate policies, procedures, and the program goals
- Provide excellent customer service
- Be comfortable upholding policies and guidelines
- Be able to process deposits and disbursements

Preferred Qualifications:

- Experience as a RecSports employee, a Sport Club member (officer preferred), or with other sports and recreation programs

Average 10-20 hours per week during the semester. Night and weekend hours are required. Must be able to attend trainings on August 17th and 18th, 2017.

Pay Rate: \$7.75/hour

This position is for Fall and Spring semesters with evaluation of performance at the end of each semester. Summer hours are available if desired.

Please contact Jon (865-974-6536) via phone or email for more information.