

# The University of Tennessee RecSports Department

## Sport Clubs Program Position Announcement

Position: **Sport Club Manager** (1 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](mailto:jjanis@utk.edu) in addition to completing an application on the RecSports website by **Monday, July 17<sup>th</sup>**.

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 17<sup>th</sup> and 18<sup>th</sup>, 2017.**

**Pay Rate:** \$7.75/hour

This position is for Fall and Spring semesters with evaluation of performance at the end of each semester.

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