

# The University of Tennessee RecSports Department

## Sport Clubs Program Position Announcement

**Sport Club Manager** (1 positions available, position starts August 2018.)

RecSports is seeking enthusiastic, motivated students to join our staff who are looking for valuable experience in the field of **Recreation and Sports Management**. By working with the Sport Clubs program, students will gain experience in advising clubs, financial processes, event management, and more.

Interested individuals should access and complete the [RecSports Online Student Assistant Employment](#) Application and upload their resume.

Sport Club Managers assist the Program Coordinator and Graduate Assistant in the administration of the 37 sport clubs, and are specifically assigned to 5 to 7 clubs according to their skills and abilities.

### **Duties include but are not limited to:**

- Supervision of club events (local only)
- Maintain weekly office hours to assist in administration duties of Sport Clubs
- Assist in overseeing club finances and processing financial transactions
- Develop and assist club marketing efforts
- Develop and assist club fundraising efforts
- Assist in the development of leadership skills for club members
- Review club and program policies and procedures
- Enforcement of University and Department guidelines for clubs

### **Minimum Qualifications:**

- Be able to clearly communicate policies, procedures, and the program goals
- Provide excellent customer service
- Ability to critically think and problem solve
- Attention to detail and highly organized
- Be comfortable upholding policies and guidelines
- Be able to handle cash and disbursements

### **Preferred Qualifications:**

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

**Average 10 hours per week in the office with up to 10 additional hours during some nights and weekends. Weekend work is required. Must be able to attend trainings on August 16<sup>th</sup> and 17<sup>th</sup>, 2018.**

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

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

Please contact Rob Ruiz (865-974-2301) via phone or email (rruiz2@vols.utk.edu for more information.