

The University of Tennessee RecSports Department

Sport Clubs Program - Position Announcement

Sport Club Manager (3 positions available, position starts August 2019)

RecSports is seeking enthusiastic, responsible, and self-motivated students to join our staff who are looking for valuable experience in the field of **Recreation and Sports Management**. Through working with the Sport Clubs program, students will gain experience in Business Administration, Advising Student-led Organizations, 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.

Duties include but are not limited to:

- Supervision of club Home Events
- Maintain weekly office hours to assist in the administrative duties of Sport Clubs
- Assist in overseeing club finances and processing financial transactions
- Develop and assist club marketing, community service, and fundraising efforts
- Assist in the development of student leadership skills for club officers
- Review club and program policies and procedures
- Enforcement of University and Department guidelines for clubs

Minimum Qualifications:

- Be able to clearly communicate and enforce policies, procedures, and program specific 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
- Be able to move event equipment (i.e. chairs, tables, and tents) weighing up to 20 lbs for various event needs.

Preferred Qualifications:

- Experience as a RecSports employee, a Sport Club Officer, or with other sports and recreation programs.
- Prior experience with financials and working in an office environment
- Proficient in Microsoft Excel

An average of 10 hours per week in the office with up to 10 additional hours during some nights and weekends. Weekend availability is required.

Pay Rate: \$8.25/hour

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

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