

The University of Tennessee Knoxville RecSports Department

Sport Clubs Manager - Job Description



Sport Clubs Manager (2 positions available, position begins at the start of the **Fall 2020 Semester**)

The RecSports Department is seeking *passionate, positive, detail oriented, and self-motivated* students to join our staff who are looking for valuable work experience in the field of **Recreation and Sports Management**. Working with the Sport Club program will provide valuable experience in Business Administration, Sports Management, Event Management, Project Management, Financial Processes, Leadership, Advising Student-led Organizations, and more!

Interested individuals should access and complete the [RecSports Online Student Assistant Employment Application](#) and **upload their resume**. A Cover Letter is optional.

The Sport Club Manager reports directly to the Sport Club Coordinator and Sport Club Graduate Assistant. The Sport Club program is responsible for the administration, supervision, and advising of the 37 University of Tennessee Student Led Sport Clubs.

An average of 10 hours M-F in the Sport Club Office based around your class schedule. Up to 10 additional hours during some nights and weekends. Weekend availability is required. Weekend Supervisor shifts assigned with 2 weeks' notice minimum, but are subject to slight adjustment leading up to the event.

Duties/Responsibilities include:

- Supervision of Sport Club Home Events and Tournaments
- Maintain weekly office hours to assist and advise student leaders in the administrative duties of Sport Clubs
- Oversee club finances and process financial transactions
- Direct the administration of Club Travel by collecting Trip information and documentation
- Play a part in the development of student leadership skills for club officers
- Clearly communicate and enforce policies, procedures, and program specific goals
- Each Manager will be assigned one 'Director Role' (based on preference, experience, and availability) that will involve additional responsibilities. These roles include: 'Marketing and Promotions', 'Communications', 'Home Events', 'Travel', 'Finances', 'Scoreboard' and 'Fundraising'.
- Other duties as assigned

Required Skills/Abilities:

- Ability to acquire a thorough understanding of RecSports policies and the Sport Club Handbook
- Excellent interpersonal and customer service skills
- Excellent Time Management skills
- Excellent organizational skills and attention to detail
- Excellent verbal and written communication skills
- Ability to think critically and problem solve
- Ability to uphold policies/guidelines with strong conflict management skills
- Ability 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.

What we look for in an *Excellent Sport Clubs Manager*:

1. A Program Expert: Demonstrates the knowledge and skills necessary for Supervisor duties. Knows the program and its procedures. Comfortable with on duty procedures. Knowledgeable of allocation process, travel and disbursement procedures, and program policies.

2. A Skillful Communicator: Communicates clearly and effectively with staff and participants. Relates ideas in a way that is understood by the audience. Speaks comfortably and clearly in meetings and on the phone. Sends clear emails and memos, and confirms the understanding of received communication.

3. A Positive Attitude: Displays energy and enthusiasm while on the clock. Displays positive attitude towards role and accepts position as a representative of the department positively.

4. A Team Player: Works effectively as a member of a team. Volunteers for collaborative assignments and additional event coverage. Works well with other student staffs.

5. A Time Management Master: Has demonstrated the ability to balance job duties and other aspects of the college experience (i.e. clubs, homework). Does not overextend him/herself to the point that it jeopardizes the ability to perform as a Supervisor. Always is punctual for job related activities and makes the proper arrangements when substitutions are necessary.

6. A Motivated Professional: Is a self-starter. Finds things to do when finished with assigned tasks. Energizes other employees to accomplish tasks. Takes ownership and acts autonomously when appropriate. Completes tasks once assigned. Makes suggestions for improvement of Sport Clubs services. Asks, "What can we do better?"

8. A Methodical/ Detail Oriented Approach: Completes all necessary paperwork neatly and thoroughly. Keeps good track of required forms and paperwork for clubs. Notices club mistakes. Follows policies and procedures closely.

7. A Mentor with a Vision: Works with all clubs without judgment or personal bias. Encourages and Motivates club officers. Helps to create and articulate a shared vision for club and program improvement. Mentor and train new staff properly.

9. A Commitment to a Service Oriented Environment: Works to provide a service oriented environment for the clubs members and co-workers. Is approachable, relates to and communicates well with participants and employees. Handles issues with tact and courtesy. Shows competency in conflict resolution skills.

Preferred Qualifications:

- Experience as a Sport Club Officer, with other sports and recreation programs, or in a business admin. role
- Prior experience with financials and working in an office environment
- Proficient with Microsoft Office Suite

Must be able to attend the All Day RecSports All-Staff Training and Sport Club Training Thursday August 13th, 2020

Must be able to attend one hour Staff Meetings once every two weeks (date/time will be determined based on availability)

Supervisor Pay Rate: \$8.25/hour

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

Please contact Bridget Wooleyhand via email (bwooleyh@vols.utk.edu) for more information.

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