

RecSports Department

Sport Clubs – Sport Club Manager

RecSports strives to engage and develop all Vols for a better future by delivering recreational experiences that enhance the growth and wellbeing of our students and community. Student employment is the foundation of this mission which is why RecSports is the second largest on-campus employer. We're looking for students who want to maximize their professional experience while serving the University of Tennessee campus community.

RecSports Departmental Responsibilities:

- Uphold and exceed the expectations of the RecSports mission and vision.
- Provide exceptional service to participants and guests.
- Enforce RecSports policies and procedures to promote a safe and inclusive environment.
- Communicate professionally with participants, coworkers, and supervisors.
- Demonstrate a desire to be a productive and contributing team member to your program and department.

Job Responsibilities include, but not limited to:

- Maintain weekly office hours to assist and advise student leaders in the administrative duties of Sport Clubs
- Provide supervision for Sport Club home events and tournaments
- Oversee Club finances and process financial transactions
- Assist with the administration of Club travel by collecting trip information and documentation
- Clearly communicate and enforce policies, procedures, and program specific goals

Job Location:

- TRECS, SAC, HPER, RecSports Field Complex, and Joan Cronan Volleyball Center

Qualifications:

- Must obtain or have a current American Red Cross Adult and Pediatric First Aid/CPR/AED or higher certification within 90 days of employment
- Must be 18 years of age at time of hire to be eligible to work
- Must be willing to work mornings, evenings, and weekends as needed
- Must be willing to work a minimum of 8 - 10 hours a week

Pay Rate: Starting rate of \$12.00/hour

Interested applicants should complete the [RecSports Student Employment Interest Form](#). Please be prepared to upload a current class schedule and an optional resume.

For more information, please contact Michael Corder mcorder@utk.edu.

