The University of Tampa’s Office of Campus Recreation has an opening for the **Student Coordinator of Sport Clubs**. The student will be responsible for the day-to-day operations of the sport club program. The Coordinator will report to the Director of Campus Recreation.

**Responsibilities:**

- Assist the Director in managing and overseeing all UT sport clubs
- Maintain accurate records including sport clubs schedules, waivers, rosters and statistics
- Monitor and manage members and documents on web-based software program, OrgSync
- Supervising evening, nightly, and weekend sport club games, events and matches
- Assisting with the development, implementation and review of all policies, rules, and regulations regarding sport clubs
- Co-facilitating regularly scheduled sport club captains' meetings and training sessions
- Assist students with facility and event scheduling as well as travel logistics
- Insure proper maintenance, cleaning, storage, safety inspections, ordering and inventory of equipment and supplies
- Assess recreational needs of students and contribute to the development of creative programs to meet the needs of fitness and wellness programs, Sport Club tournaments, and Orientation
- Collaborate with the Campus Recreation marketing team to create and implement materials to promote recreational programs
- Represent The Office of Campus Recreation at resource fairs, orientations, and student organization events

**Requirements:**

- Student seeking Bachelor's degree in Exercise Science, Sports Management, Kinesiology, Recreational Management or related field
- Two (2) years of experience playing, working or volunteering with a sport(s) or related program
- Familiarity with various team, dual and individual sports rules
- Flexibility to work and manage events during evenings, late night and weekends
- Ability to use Microsoft Office Suite, OrgSync, website authoring, and other web based software programs as needed
- Excellent written, oral, interpersonal and organizational skills needed as well as the ability to establish priorities and management time wisely

Anticipated start date is August 15, 2014. For more information, please contact Charles Yezak, Director of Campus Recreation at (813) 257-3615 or via email at cyezak@ut.edu