Texas State University-San Marcos  
Department of Campus Recreation  
Sport Clubs Supervisor

**Supervisor:** Assistant Director, Sport Clubs and/or Graduate Assistant, Sport Clubs

**Qualifications:**
- Maintain a 2.25 GPA semesterly
- Minimum of 6 credit hours maintained each semester
- Current American Red Cross first aid and CPR certifications
- Current training in Blood Borne Pathogens and Student Worker Safety

**Administrative:**
- Daily on-site supervision of participants, play space and personnel
- Submit evaluations of club practices and home events
- Enforcement of program and university guidelines at practices and competitions

**Risk Management:**
- Maintain equipment and play space for participant safety
- Enforce departmental policies for hazardous weather conditions
- Provide appropriate first aid and risk management decisions when necessary

**Public Relations:**
- Provide information about the Sport Clubs program during practices, competitions and sport clubs events
- Encourage sport clubs to assist in developing public relations with the campus & community

**Other:**
- Submit suggestions for improvement of the program and the departmental offerings
- Complete job duties for specialization as needed
- Weekly check paperwork status of each team assigned (Bobcat paperwork, Risk Release, and Travel)
- Maintain schedule and correspond facility needs to supervisor for each assigned team
- Perform non-routine tasks as assigned by the supervisor

Updated 6/25/2009