East Stroudsburg University Recreation Center

Graduate Assistant: Leagues and Clubs

This part-time position (20 Hours) in the Recreation will work under the supervision of the Assistant Director of the Recreation Center for Leagues and Club Sports. The Graduate Assistant will gain on the job learning and experiences on how to organize and manage Leagues and Club Sports. The student will be directly responsible for assisting with the scheduling games, communicating with team captains, managing officials, developing club officers, coordinating travel and managing necessary paperwork.

**Duties**

**General**
- Assist in recruiting, hiring, training, scheduling, evaluating, and supervising student staff
- Implement risk management procedures
- Implement staff/leadership development programs
- Develop promotional materials that include brochures, fliers, newsletters, and handouts
- Supervise night, weekend and/or holiday Recreation Center staff, activities and programs
- Additional position responsibilities will be tailored to meet the professional goals of the student.
- Perform other related duties as assigned by the Director or Assistant Directors of the Recreation Center or the Executive Director of the Student Activity Association, Inc.

**Leagues**
- Assist in coordinating and scheduling league activities
- Assist in the collection of surveys to maintain and improve league operations and processes
- Assist with the purchasing and inventory of equipment
- Visually inspect the playing area to ensure a safe environment prior to, during, and at the completion of the activity
- Prepare the activity site
- Accurately complete and organize all paperwork
- Update league standings and scores
- Enforce all stated Recreation Center policies

**Club Sports**
- Assist with the creation and implementation of a club officer and participant leadership/management training program(s).
- Coordinate clubs’ facility use requests.
- Assist Assistant Director with club leaders’ planning and organizing activities, tournaments and contests.
- Assist with the review of participant/player eligibility, club forms, travel itineraries and other related paperwork.
- Catalogue, track and procure club equipment.

**General Requirements**
- Maintain 3.0 GPA in Master’s Program at ESU
- Maintain Current CPR, First Aid and AED Certifications
- Bachelor’s Degree
- Acceptance into a Masters Degree Program at ESU (Each Master’s program has different acceptance requirements)

**Preferred Qualification**
- Experience in recreation programming
- Bachelor’s Degree in Exercise and Sport Science, Kinesiology, Physical Education, Recreation, Sports Management, Administration or related field.