



COLORADO SCHOOL OF MINES
EARTH • ENERGY • ENVIRONMENT

Recreational Sports Intramural and Club Sports Intern

Dates of Employment: August 3, 2009 – May 3, 2010

Location: The Intramural & Club Sports program at Colorado School of Mines is located in Golden, Colorado. Golden is located in the Front Range of the Rocky Mountains and is just a short drive from Denver and Boulder. The new \$23m, 108,000 sq. ft. student recreation center is home to intramural and club sports.

Program Description: Intramural activities are structured sport leagues and tournaments which are designed specifically for the Mines community. We offer over 40 different events during the academic year. These opportunities provide healthful exercise, promote leisure, as well as enhance personal development and social interactions for the Mines community. **SO GET OUT & PLAY!**

Student organizations fulfill a very important role at Colorado School of Mines. These groups provide a medium for students to enhance the lessons and theories learned in the classroom through real life experiences and responsibilities. The Club Sports Program complements the school's intercollegiate, intramural, and physical activity programs, while affording the students opportunities to develop skills that will assist them beyond the years spent at Colorado School of Mines.

General Description: The Intramural & Club Sports Intern will assist the Director in managing the daily operations of a collegiate intramural & club sport program. As well as serve as a Manager-On-Duty for the Student Recreation Center on a rotational basis.

Specific Job Responsibilities: The successful candidate will manage an Intramural Sports program which includes over 40 leagues and tournaments annually and a Club Sports program that currently consists of 14 competitive clubs. Additional contributions will include: assisting with the implementation of a creative marketing plan, budget analysis, and management of all expenditures and generation of revenue for all intramural & club sport programs; recruiting, hiring, training, supervising, scheduling and evaluating student staff; developing, executing and evaluating intramural leagues and tournaments.

Qualifications: The successful candidate will also have: demonstrated experience and success in managing an intramurals and club sports program; strong organizational and interpersonal skills; officiating experience; experience with web development and scheduling software; strong interest in Recreational Sports as a career.

Applicants must be dedicated, motivated, self-directed individuals with a strong work ethic and outstanding leadership skills. Applicants must consistently demonstrate good judgment and decision-making abilities. Applicants should possess a positive attitude, well developed teaching abilities, exceptional customer service skills and superior communication skills.

Education: Completion of college level educational training in subjects related to intramural & club sports or administration is required. A Bachelor's degree in Recreation, Sports Management, Physical Education, or related field strongly preferred. A Master's Degree in a related field is preferred.

Work Hours: 40 hrs. /week

Pay Levels: \$7.28 /hr.

Mines is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.



COLORADO SCHOOL OF MINES
EARTH • ENERGY • ENVIRONMENT

Recreational Sports Intramural and Club Sports Intern

Benefits: The Intramural & Club Sports program offers numerous opportunities for leadership training, personal/professional development, and recreational activities. Ninety-nine (99%) percent of all intramural activities are offered at no cost to Mines students, faculty and staff. Additionally, some funds may be available to supplement the cost of obtaining certifications, training and housing.

For more information, please contact:

John Howard
Office Phone: 303-273-3646
jkhoward@mines.edu
<http://www.csmrecsports.com/>

To Apply: Interested individuals should submit a cover letter addressing each of the qualifications, resume, and the names and contact information of three professional references to:

John K. Howard
Colorado School of Mines
Director of Intramural & Club Sports
Office Phone: 303-273-3646
Fax: 303-384-2065
jkhoward@mines.edu

Review of applications will begin on July 27, 2009.

Mines is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.