
INTRAMURALS & EVENTS COMMITTEE

The William Penn Intramurals program provides a wide array of activities, facilities, and social opportunities for WPU students and staff. It is imperative that the program operates efficiently at all times and with a student service focus. This includes, but is not limited to, participation, safety, enjoyment, and a service-oriented environment for participants at all times. The student staff hired is required to go through training and be familiar with policies and procedures of the program and numerous sports and activities. This position demands attention to detail as well as a proactive approach in identifying and dealing with any issues that may develop over time.

PURPOSE

The Intramurals & Events Committee exists to enhance the quality of administrative organization within the WP IM community. The council assists in developing, implementing, and evaluating opportunities that provide the desired qualities of IM activities.

DUTIES AND RESPONSIBILITIES

Expectations of Committee Members:

- Attendance at all meetings (The IMEC will meet on a monthly basis unless otherwise noted by the PAC GA & Intramural Coordinator).
- Active participation in all meetings, discussions, and appeals.
- Dress appropriately while on duty.
- Provide outstanding service to each participant and co-worker.
- Have a knowledge of all PAC, Intramural, and emergency policies and procedures.
- Resolve issues and make decisions in the absence of full-time employees.
- Act as the first responder to all injuries and incidents and report per established procedures.
- Use tact and diplomacy when dealing with difficult situations.
- Provide positive public relations, program information, and policies & procedures to participants.
- Participation in Intramurals throughout the year.
- Model sportsmanship during participation.
- Represent WPU and Intramurals in a professional manner and serve as an example to fellow students and co-workers.
- Responsible for thoroughly reading all communications from supervisors and co-workers through e-mail.
- Verify participant eligibility.
- Assist with set-up and tear-down of all scheduled campus and community events.
- Assist with any client needs during campus and community events.
- Responsible for clocking-in on time for every shift, clocking-out when shift is complete, and completing timecard properly.
- Perform other duties and projects as assigned.

Expectations of Executive Board-President:

- Liaison between the Committee and the Director and Coordinator.
- Lead the Committee in the planning and execution of its events and initiatives.
- Head of the Committee. All final decisions are approved by the President.
- Primary Intramural representative at events.
- Assign additional responsibilities to members when necessary.
- Responsible for creating and managing an Intramurals Committee Squad for the Quaker Cup.

Expectations of Executive Board-Vice-President:

- Inherits the responsibilities of the President in the event of his/her absence.
- Secondary Intramural representative at events.
- Assists the President with planning and leadership of the Committee.
- Participating member of the Intramurals Committee Squad for the Quaker Cup.

Expectations of Executive Board-Event Administrator:

- Keep minutes of all meetings.
- Keep record of each season, tournament, event, or other WPU IMEC associated activity with information given to them by the President and/or Vice-President.

- Assist with compiling and tracking of Quaker Cup statistics, points, and standings.
- Participating member of the Intramurals Committee Squad for the Quaker Cup.

Expectations of Executive Board-Public Relations Coordinator:

- Responsible for marketing the Committee and its events, including the creation and production of advertisements.
- Participating member of the Intramurals Committee Squad for the Quaker Cup.

Expectations of Staff:

- Show up to work on time, every time!
- Make up the labor force needed to make each event and activity happen.
- Assist with pre/post activity organization and administrative tasks.
- Officiate Intramural contests.
- Assist with keeping statistics/operating game clock.
- Field management.
- Participating member of the Intramurals Committee Squad for the Quaker Cup.

QUALIFICATIONS

Eligibility for Executive Board:

- At least a sophomore standing (currently enrolled WPU student).
- Prior participation in the Intramural Program in any event.
- Cannot be on academic or disciplinary probation.
- Must be able serve a full school year.
- Previous experience in customer service, administrative, or leadership positions preferred.
- Ability to maintain good working relationships.
- Knowledge of games and rules and Intramural policies.
- Demonstrate interest in student development and leadership.
- Well-organized and able to handle a high volume of responsibilities.
- Excellent oral and written communication skills.
- Able to work a variety of shifts including early morning, late night, weekend, finals, and breaks.

William Penn Intramural & Events Committee
Student Employee Application

DATE OF APPLICATION: _____

NAME: _____ WPU ID# _____

POSITION: *PRESIDENT* *VICE-PRESIDENT* *EVENT ADMINISTRATOR* *PUBLIC RELATIONS COORDINATOR* *STAFF*

E-Mail Address: _____ Phone # _____

Year in School: _____ Anticipated Graduation Date: _____ Credits this Semester _____

Major: _____ G.P.A. _____

Have you received a Work Study allotment (If yes, amount)? _____

WPU Intramural Participation (*past and present, include any events you participated in*)

Any other collegiate student organization, club, or group involvement

Given the description provided, please answer the following questions. Use this sheet or an attachment.
Why do you feel the Intramural Program is important to students at William Penn?

Identify at least one feature of the Intramural Program that you would like to see changed or improved and explain why?

Briefly describe why you have applied for the Intramural & Events Committee and your understanding of what Intramurals are.

**Provide two references, one on-campus and one other.
(First and last name, position title, email address)**

Reference #1:

Reference #2:

RETURN COMPLETED APPLICATION TO PAC 105 OR BY E-MAIL LETZRINGL@WMPENN.EDU OR
CUNNNGHAMT@WMPENN.EDU.