Lafayette Recreation Services Supervisor Application

APPLICANT DEMOGRAPHIC INFORMATION

Applicant Name: ____________________________________________ Date: ________________________

Plans to study abroad □ Yes □ No If yes, when __________ Year of Grad: __________

Campus Box #: _______ Primary Phone #: __________ E-Mail Address: __________

GENERAL JOB DESCRIPTION: ASSOCIATE SUPERVISOR OF SPORTS CLUBS

Time requirements: This position is responsible for working 2 hours per week on a regular schedule for the entire semester. In addition and as necessary, 1-2 hours a week to plan and support officer training sessions, in-services sessions, responding to e-mail, and working on special projects. Supervisors are required to attend a staff meeting every other week. This position has a monthly stipend and is not hourly wage.

Responsibilities: Update records necessary for monitoring Sports Clubs compliance. Manage and files and documents received from Sports Clubs. Assist the Professional Staff with obtaining compliance information, preparing monthly newsletters, monitoring the individual needs of various sports clubs, aid in the planning and implementation of the Officers’ Organizational and Facility Scheduling meetings, and maintaining sports club equipment inventory.

APPLICANT INFORMATION

1. Why do you want to take on the responsibility of becoming a supervisor?

2. What skills would you bring to a job that requires you to oversee the progress of clubs other than your own?

3. What is something you might want to change in the department as a supervisor?

4. How would you balance the increased responsibilities of being a supervisor against your other special interests and commitments, including your own club?

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Date Replied: __________________________ Interview Scheduled: __________________________