# Lafayette Recreation Services Supervisor Application

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| Applicant Demographic Information |
| **Applicant Name**: |                                          | **Date of Birth(mm/dd):**       |
|  |
| **Plans to study abroad** [ ]  Yes [ ]  No If yes, when            **Year of Grad:**            |
| **Campus Box #:**       **Primary Phone #:**       **E-Mail Address:**        |
|  |
| **Shirt Size**: \_\_\_\_\_\_\_\_\_ |
| General Job Description: Assistant Supervisor of Sports Clubs |
| Time requirements: An Assistant Supervisor of Sports Clubs is responsibility for working 2 hours per week consistently for the entire semester. In addition, 1-2 hours a week to plan and support officer training sessions, in-services sessions, responding to e-mail, and working on other 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 file documents received by Sports Clubs. Attend monthly meeting with Sports Club Coordinator and Director of Recreation Services and biweekly Head Supervisor meetings. Supply compliance information needed for the end-of semester report. Create and send monthly newsletter to sports clubs officers, advisors, and coaches. Aid the Coordinator for Sports Clubs in the monitoring of the individual needs of various sports clubs. Create methods of assisting clubs in following the guidelines as stated in the Sports Club Manual. Aid in the planning and implementation of the Officers’ Organizational and Facility Scheduling meetings. Maintaining sports club equipment stored inventory and track loaned equipment. |
| Applicant information |
| 1. Why do you want to take on the responsibility of becoming a supervisor?

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| For OFFICE Use Only |
| Date Replied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interview Scheduled:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |