

SPORTS UNION INTRAMURAL COORDINATOR – JOB DESCRIPTION

This document should provide information on the volunteer role of Sports Union Intramural Coordinator.
If you have any queries with regards to this position please e-mail Sports.President@ed.ac.uk.

Role Title: Sports Union Intramural Coordinator

Responsible to: Sports Union President
Sports Union Executive Committee
Sports Union Membership

Requirements to run: Must be a matriculated student of the University at the time of election and during time in role.

Recommended skills / experience: A good understanding of the benefits of Intramural sport, and a clear desire to facilitate its running.
An awareness of Sports Union structure and organisation.
Strong communication, organisational, planning, and delegation skills.
Pro-active and enthusiastic individual who has the ability to work unsupervised.
Experience of fixture / league planning / event management.
Must be committed and able to contribute time and effort to the role.
Dedication to the improvement of the University's sporting offer.

Key responsibilities: Assist with the organisation and running of the Sports Union's Intramural Sport Programme, including relevant administrative support.
Communicate with the Intramural Sport officers and captains, supporting them in their roles and aiding their development. This includes leading on the delivery of their training and then being their main point of contact.
Attend and contribute to a variety of meetings with the Intramural Sport Committee, Vice-President Intramural, Sports Coordinator Competitions, and Sports Participation Activator.
Consistently represent Intramural Sport and actively encourage more students to participate.

Time commitment: 6-10 hours per week throughout the year.
