



Northwest University Student Activities Board (SAB) exists to promote and build a positive inclusive community through engaging students socially, physically and culturally, in hopes that students will find a sense of belonging at Northwest University.

### **Position Summary**

The SAB Intramural Sports Student Coordinator serves an integral role on the SAB team. The Intramural Sports Student Coordinator leads the planning, preparation, and execution of intramurals and recreation sports for the students of Northwest University. This role may also serve as an Event Coordinator at times.

### **Responsibilities**

- Be an active member of SAB through meetings, events, and class participation
- Work with university personnel and Community Life Coordinator to reserve space and schedule intramurals
- Be in continual communication with captains and participants regarding intramural schedules
- Work with the Community Life Coordinator to hire, schedule and ensure referee participation
- Update online information through Eagle website and other appropriate software or apps
- Communicate with team members in a timely and appropriate manner about event details
- Be in the know of what other team members are doing in order to best assist them
- Be present and an active member at all SAB sponsored programming
- Carry out all other duties as assigned by the SAB Student Director and Community Life Coordinator

### **Requirements**

This position will require 7.5 hours per week with flexible hours – many of which will be during the evening hours or weekends. This position is advised by the Community Life Coordinator and reports to the SAB Student Director. In addition to the responsibilities above, this position must:

- Meet regularly with the SAB Student Director
- Meet regularly with the Community Life Coordinator
- Must be available Monday evenings 6:00pm-8:00pm each semester for SAB Meetings
- Must be available Thursdays 3:30pm-5:30pm each semester for SAB Leadership Class

### **Qualifications**

- Demonstrate a strong commitment to the Christian faith
- Demonstrate an understanding of leadership and have a desire to grow personally and professionally
- Demonstrate the ability to be organized and detail-oriented
- Demonstrate the passion for sports and working with athletes
- Must be available in the evening hours and weekends for work
- Be a full-time student at Northwest University (at least 12 hours/semester) during time in office. May not take more than 19 credits at one time during duration of their term in position. Petitions may be submitted to the Community Life Coordinator.
- Additional hours of paid or volunteer work, on- or off-campus must be approved by the Community Life Coordinator

### **Important Leadership Dates and Requirements**

- Must be available Monday evenings 6:00pm-8:00pm each semester for SAB meetings
- Must be available Thursdays 3:30pm-5:30pm each semester for SAB Leadership Class
- 22-23 Student Leadership Spring Retreat: April 2, 2022
- SAB Leadership Training and All Student Leadership Training: August 14-August 24, 2022
- Welcome Weekend: August 25-28, 2022
- Spring Leadership Training and Welcome Weekend: January 6-8, 2023
- Attend Leadership Development opportunities throughout the year as assigned by Community Life Coordinator
- Commitment is May 7, 2022– Spring Commencement 2023

### **Scholarship Information**

This position will receive a 10% of tuition scholarship. This will be \$3450 for 2022-2023.