



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 Coordinator serves an integral role on the SAB team. This Coordinator leads the planning, preparation, and execution of intramural 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 team activities.
- Work with university personnel and Community Life Director to reserve space and schedule intramurals.
- Be in continual communication with captains and participants regarding intramural schedules.
- Recruit referees and create schedules for their volunteering.
- Update online information through NU Connect 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 Director

Requirements

This position will require 9 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 Director 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 Director
- Must be available Monday evenings 3:00pm-5:00pm each semester for SAB Meetings
- Must be available Thursdays 3:30pm-5:30pm each semester for team worktime

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
- Must be comfortable in responding to first-aid situations (First Aid, CPR and AED training will be offered).
- 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 Director.
- Additional hours of paid or volunteer work, on- or off-campus must be approved by the Community Life Director

Important Leadership Dates and Requirements

- Must be available Monday evenings 3:00pm-5:00pm each semester for SAB meetings.
- Must be available Thursdays 3:30pm-5:30pm each semester for SAB Worktime
- SLAT Kickoff: March 29, 2025
- SLAT & Welcome Weekend: August 11-24, 2025
- Family Weekend: October 3-4, 2025
- Christian Student Leadership Collective (CSLC): October 21 or 28, 2025
- Spring SLAT and Welcome Weekend January 9-11, 2026
- Commitment is Spring Commencement 2025 – Spring Commencement 2026

Scholarship Information

This position will receive a 12.75% of tuition scholarship. Based on the 2025-2026 tuition, this is \$4666.