NIRSA BLUEFISH JOB POSTING DETAIL 2014

DESCRIPTION

UC BERKELEY INTERNSHIPS (3 positions)

The University of California at Berkeley in collaboration with Saint Mary’s College of California offer an Rec Operations Internship position and Sport Clubs Internship position with academic studies provided through the SMC Kinesiology Graduate Program in Sport Studies and experiential work provided through UCB Recreational Sports.

<b>Rec Operations Internship</b>

Primary job duties include assist with: day to day operations of campus recreation facilities; hiring, scheduling, supervision, and general staff management; budget and payroll reconciliation; coordinate and conduct staff in-service trainings and safety audits; monitor safety, security and risk management issues; develop and assist with revision of policies and procedures as appropriate; conduct CPR/FA/AED classes when necessary; conduct data analysis to develop recommendations for improved programming and staffing using usage data, best practice models, and industry trends.

<b>Sport Clubs Internship</b>

Primary job duties include assist with: day to day operations of 33 sport clubs; coordinating and conducting officer trainings; facility and event management; revision of policies and procedures as appropriate; budget planning and reconciliation; risk management; marketing of the sport club program; and providing general administrative support as needed.

<b>Intramural Sports Internship</b>

Primary job duties include assisting with: scheduling leagues and staff, management of the team and Free Agent entry system, maintenance of the Intramural Sports web-based solution, training, coaching, development, and supervision of sports officials and leadership staff, payroll, program planning, risk management and overall of day-to-day administration of the Intramural Sports Program.

REQUIREMENTS

Start Date: July 1, 2014 – July 31, 2015 (dates may be negotiable)

Rec Operations Intern
Minimum Certifications: American Red Cross CPR AED & Standard First Aid
Preferred Certifications: American Red Cross CPR/AED & Standard First Aid Instructor

Sport Clubs Intern and IM Sports Intern
Minimum Certifications: American Red Cross CPR AED & Standard First Aid
Preferred Certifications: Prior experience working with student groups; American Red Cross CPR/AED & Standard First Aid Instructor

Note that applicants who are accepted into the Saint Mary’s College of California Kinesiology Graduate Program in Sport Studies (program start date June 2014) would be preferred candidates. Graduate student interns must maintain all graduate school enrollment and
progression requirements to sustain eligibility. Confirmation of offers is contingent upon acceptance into Graduate School.

**STIPEND**
Variable $1,200 - $1,800 per month.

**APPLICATION PROCESS**
Please submit Cover Letter, Resume, and Three References to Brigitte Lossing, Recreational Sports, UC Berkeley 2301 Bancroft Way, Berkeley, CA 94720-4420 or blossing@berkeley.edu

NIRSA Conference 2014: An Informational Session, Academic Qualification Review, and Job Interviews will be conducted in Nashville. UCB Rec Sports Associate Directors Brigitte Lossing and Trineice Durst, and SMC Kinesiology Department Chair and Graduate Programs Director William Manning will be on-site to meet students interested in the positions.

**EMPLOYER INFORMATION**

About UC Berkeley

Cal Recreational Sports is dedicated to enhancing the knowledge, wellness, fitness, personal skills and quality of life for students, faculty, staff, and the community. By providing facilities, programs, activities and the opportunity for cooperative and competitive play, Recreational Sports teaches life-long fitness skills, leadership, management, interpersonal skills, and helps to balance the stress of studying and working in a rigorous academic environment
http://www.recsports.berkeley.edu

About Saint Mary’s College

Saint Mary's College of California is fundamentally designed to transform the way in which students understand themselves and engage with the world. We encourage you to embrace complexity, contemplate your place and purpose in the world, and undertake a searching examination of self, spirit and society. We're a Catholic, Lasallian, liberal arts college, and we're rooted in the life and work of Saint John Baptist de la Salle, founder of the Christian Brothers and the patron saint of teachers. Our traditions and heritage inform everything we do. At Saint Mary's you'll discover your capacity for transformative action as well as profound reflection.
http://www.stmarys-ca.edu