



JOB DESCRIPTION: Volleyball Game Administration

Name of Position: Student Worker for Volleyball Game Administration

Department: Athletics/Women's Basketball

Campus Location: Southwestern College, main campus. Stewart Fieldhouse

Supervisor: Whitney Corley

Length of Contract: Fall Semester 2017

Pay Rate: Minimum Wage

Job Purpose: Provide management and assistance to game officials during volleyball matches.

Job Responsibilities:

- Operate game scoreboard
- Track and complete game score and statistics, including Libero position
- Line judge
- Ball retrieval
- Dry-mop floor/playing surface
- Other administrative duties or special projects as assigned

Qualifications:

- Experience preferred (upperclassmen)
- Familiarity with facility equipment such as scoreboard, light power boxes, basketball goals, bleachers, score table
- Excellent communication skills and detail oriented
- Ability to work well with others
- Ability to work between 5-15 hours per week including evenings, weekends, and some holidays
- Flexible schedule

Skill Development Areas:

- Time Management
- Multitasking
- Communication
- Listening
- Organization/Details

Evaluation:

Fall semester evaluation according to task completion, demonstration of skill development, and commitment.