Intramural and Sports Clubs Intern; TCNJ Athletics College Enhancement Internship

**Purpose:** To create a position for a talented TCNJ student to support and learn from a professional staff member in the Department of Intramurals and Sport Clubs which will enhance student involvement in a learning experience beyond the classroom and to help develop a sense of community and give a wider impact throughout the campus community by getting more students involved in the intramural and sport club programs.

**Job Duties and Functions:** The intern will have a major responsibility by assisting the Director with training and supervising student officials, equipment manager, program supervisors, Lions EMS, and sport club supervisors. The intern will help with the overall administration of the intramurals and sport club program during the academic year. Specific responsibilities include; training and hiring intramural sports officials, managing payroll, and scheduling officials for intramural games. Assist with the training of intramural and club sport supervisors with the planning and administration of games and events. Web page design and marketing experience is recommended. Help develop an intramural and sport club handbook. Evening and weekend work is required.

**Qualifications:** Must be an upper-class or graduate student at TCNJ who has experience beyond the classroom as a student leader in the intramural and sport club department. This can include being a Captain of an Intramural team or a club officer within the Sports Club area, or intramural sports official.

**Intended Learning Outcomes:** The student will gain an understanding and appreciation of success beyond the classroom. The student will be able to communicate with the campus community and show them how important it is to have physical activity and learn sportsmanship and team work beyond the classroom. The student will learn how to effectively communicate with the campus community through the web page, word of mouth, college newspaper and radio, and on the field of play. The student will learn to engage the entire campus community through marketing and working to offer activities for the entire campus community.

**Supervisor:** Deborah Simpson, Director of Intramurals and Club Sports. Deborah Simpson holds a BS degree in Recreation Administration from Trenton State College (now TCNJ) and a Masters of Education in Athletic Administration from Trenton State College (now TCNJ) and has over 30 years of experience in working in college intramural, athletic, and sport club programs. She has also worked with Special Olympics New Jersey for over 23 years and has several years of experience working with NJAC and NCAA tournaments. Debbie is also a former college softball assistant coach who has won 3 national NCAA championships and has won several regional and national championships in community recreation softball programs.

**Employment Details:** The College Engagement Intern will work the Fall and Spring Semesters up to 28 weeks and will be expected to work 10-12 hours per at an hourly rate of $10.25-$13.25 per hour depending on experience. All applicants should be in good academic and disciplinary standing with the college.

**How to Apply:** Go the application survey here: [https://tcnj.qualtrics.com//SE/?SID=SV_85LjCiAuYiqqGCV](https://tcnj.qualtrics.com//SE/?SID=SV_85LjCiAuYiqqGCV)

- Fill out the survey and submit it.
- Resumes are optional, but preferred. Please email resumes to career@tcnj.edu
- Applications are due Monday, May 13th.