

Equipment and Office/Cart Manager

1. Make sure all equipment in both Cart Shed and IM office is in good working order.
2. At the beginning and end of each school year do a full equipment inventory listed what needs there may be.
3. One week before each season do an inventory of the equipment needs for that upcoming seasons' sports.
4. Keep updated rules in Golf Cart and in IM office
5. Make sure office is clean. Take out trash when full and get rid of lost and found items at the end of each season. Note: Either take lost and found clothes to Goodwill OR throw away.
6. Buy new equipment if Director is unavailable to do so.
7. Vacuum IM office as needed...at least 2 times each indoor season.
8. Clean cart every 2 weeks during season 1 and season 4.
 - a. Coordinate with PPD to use pressure washer and other cleaning supplies.
9. Clean out cart shed and cart as needed.
 - a. Throw away broken or bad equipment
 - b. Sweep out at least once per outdoor season
 - c. Keep things tidy

Rental Coordinator

1. Coordinate with outside group leaders with equipment borrowing of the Intramural program.
2. Maintain a spreadsheet of equipment rented with groups' name, contact information, time taken and time returned.
3. Return all equipment brought back to its original space for IM use

Outreach Coordinator

Communicate/Coordinate with outside clubs, organizations, and other on-campus and off-campus groups. Be the bridge between representatives of other groups and IM.

1. Attend one RA staff meetings for each building and each buildings all-hall meeting each semester (do this at the same time as CAB Outreach Coordinator)
 - a. Highlight IM events of upcoming semester
 - b. Hand out calendars if needed
 - c. Explain your role and how you will be in contact throughout the semester
1. Create email list w/ every RA/RD, designated social/service club persons, interest club contacts, head coaches for easy email communication (collaborate with CAB OC on this as well!)
 - d. send out emails of advertisements, such as videos, and of course weekly current event news about programs/activities
 - e. Create and coordinate incentives programs for groups, clubs, staffs to participation in an IM season sport.
2. Act as a liaison for other outside groups (both AU and non-AU affiliates)
 - a. Be responsible for helping groups from initial contact to follow through
 - i. If people come to our department for the first time, they will come to this person and they will direct them to the person they need or the services we can provide them.
 - b. Maintain sign-up sheets and other needs of the group
 - c. Inform staff of details to be prepared to help office visitors
3. Collaborate
 - a. If a group is interested in collaborating, meet with group to discuss expectations, talk to staff and director to evaluate if it is a good use of time and resources and ways IM will be willing to help, communicate back to group in timely manner.
 - b. **Captain Liaison:** Form a council of 3-6 avid and loyal IM captain's to meet with each season (mid-season), to garner concerns, questions, challenges, etc.
 - c. Assume role as primary captain email correspondent.
 - i. Sending rules, updates, meeting info, etc. throughout the year.
4. Outreach (Beyond AU): 1-2 times a semester have some type of staff meeting/small event (or big?) where we are connecting/networking/learning from another school/business/organization.
 - a. Connection/Networking/Professional development with area schools and their IM staff is a possibility
 - b. Research: Along the same lines as Outreach, this individual would research operations of other Intramural at other institutions to find ways things are done differently/better/worse to ultimately enhance AUIM's service.

Rules Manager

1. This responsibility is directed tied to having up-to-date and relevant rules for every sport offered by AUIM.
2. At least 2 weeks before each season's forms are due getting on IM Directors computer and reviewing and editing rules for upcoming season.
 - a. Making sure rules are factual to coincide with current events happening in the world of that particular sport
 - b. Working with IM Director in possibly changing a rule or re-visiting a rule that was unclear from past years.
 - i. Referring to past years' evaluations and making necessary changes if issues arose with certain rules.
3. Printing off copies of completely revised and completed rules to put in KWC IM office for seasons 2 and 3 OR in golf cart for seasons 1 and 4.
 - a. In golf cart, make it well known to staff and refs where the rules are located and in KWC have posted in an area where they are very visible as well.
4. During staff meetings or ref training meetings take the lead in making sure you can communicate each rule effectively and are able to communicate what each rule means to ensure understanding is happening within the staff.
 - a. This person should be the most well versed person in rule knowledge and needs to be proactive in helping prepared staff and refs in knowing rules before the season begins.

Referee Manager

1. Responsibilities include being the frontrunner for referee evaluation during season play and working with Director in collaborating with other schools in events where AUIM may travel or bring visitors in.
2. This role is built so that not every staff person is offering feedback to referees. As Ref Manager you are the sole person in giving corrective and constructive criticism to refs.
3. Making sure refs are on time to work and that they are engaged in officiating games.
4. Having appropriate conversations with refs about areas of improvement
 - a. Reporting to IM Director if problem persists
 - i. Communicating with other IM staff workers in who may need help from their observations.
5. Developing and facilitating Referee training each season (4)
 - a. 2-3 hour session with dynamic, focused, and intentional training initiatives to prepare bot referees and staff for all officiated sports during each season.
 - b. Prior to the official Referee training experience, train staff on key areas of each sport

Creative Advertiser

1. Working with CAB Creative Advertiser(s) to enhance and extend the ways to market and advertise IM's.
2. At least 1 form of creative advertising for each season and for each of the 4 IM tournaments
3. Lead staff in 3 R's promotion of the program at the beginning of the school year.
4. Take lead in developing design for Champs and All-Star shirts as well as poster designs.
6. Utilize some form of guerrilla advertising for each season/tournament
7. Serve as IM co-photographer

IM Board/Player of the Week

1. Make sure everything on IM board is updated each day to represent the most current news needed for students to see.
 - a. Certain panels of Board will include staff bios which will unlikely change.
 - b. Player of the Week changes weekly.
 - c. Tournament information section will show brackets during tournament time and will need something creative (pics, stats, etc) during those weeks not in tournament time
 - d. Schedule panel will have that season's schedule and will be "flipped" over when necessary to reflect the correct week's info for that season.
2. Player of the Week will need to be updated each Friday. This includes:
 - a. Pics of male and female athlete winners with small bio of each person
 - b. Updated overall Player of the Week sheet to be printed and posted on Player of the Week panel.
 - c. Inquiries with IM staff and refs about selecting proper candidates each week should be concluded after Thursday day/night's play.
 - i. An email should be sent at the end of play on Thursday to both male and female winner informing them of their accomplishment AND setting up a time for them to get picture taken by you for the board.

Creative Marketer

1. Will create promotional videos over the course of the year for Intramurals
 - 4 videos promoting each of the 4 seasons
 - 1 video for each of the 4 CAB/IM partnered events (ex. Labor Day Vball, 3v3, etc.)
 - 1 end of year comprehensive video including clips and pictures for the entire year of AUIM activities/events
2. Responsible for taking pictures/short clips from each sport, each season to get good footage for the creation of required promos.
 - Can work with Intramural Coordinator to attain footage posted on social media
3. Must be proficient in editing and videography
4. Keep electronic record and/or document each creative advertisement to put in event folder for future reference (google doc).
5. Use and appropriately maintain CAB/IM GoPro and camera when used
 - Assume role as primary IM videographer/photographer