Competitive Sports Recorder Manager (STDT4)

Job #6108994  •  Created 3/2/2022 by Tura Jenkins

Basic Information

Locations  Compensation
Davis, California, United States of America  Paid • $17 per hour

Duration
Temporary / Seasonal

Job Roles

Recreation Workers

Job Description

Edit
(/emp/jobs/6108994/edit)

HIRING DEPT: CAMPUS RECREATION

General Description:
Under the direct supervision of the, Customer Service Coordinator, Sport Clubs Coordinator, Rec Sports Coordinator, Competitive Sports Assistant Director and the Senior Assistant Director, the Competitive Sports Recorder Manager is responsible for basic Recorder duties in addition to the following:

• Serve as the representative of the Competitive Sports program in Rec and SC office
- Serve as the liaison between recorders and the Competitive Sports professional staff
- Enforce all Competitive Sports and University Policies and Procedures
- Provide professional customer service
- Conflict management and problem solving
- Supervise, direct, and evaluate Recorders
- Make schedules as needed
- Create, schedule, and run recorder meetings
- Delegate Fleet
- Send form templates and reminder emails
- Interview, hire, and train new recorders
- Keep track of late forms
- Updating manuals and forms as needed
- Inventory of supplies
- Access and operate SAMBA Safety
- Access and operate Fusion and Do Sports Easy
- Monitor and Manage Home Events excel
- Schedule Recorders for tournaments
- Manage Club Finances
- Other duties as assigned
- Manage several Sport Clubs by helping them plan events and organize paperwork

**Qualifications:**
- Sport Club knowledge
- Available to work a 8-10 hours/week; attend weekly meetings with Sport Clubs Coordinator
- Excellent oral and written communication skills
- Integrity and Honesty
- Good Judgment
- Professionalism
- Awareness of and appreciation for individual uniqueness and diversity
- Ability to work independently and make critical decisions
- Must be available for Competitive Sports Staff Training

Position is a mandatory reporter for known or suspected child abuse and requires that a statement acknowledging the requirement to report child abuse be signed.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of

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**Preferences**

**Graduation Date**
No Graduation Date set

**School Years**
No School Year preference set
Majors

GPA
No GPA preference set

Work Authorization
US work authorization is not required

Company Details

Industry          Website
Other Education

Headquarters Location
260 Cousteau Place, Davis, California 95618, United States

Size
5,000 - 10,000 employees

On Campus Interviews
You have no on-campus interviews scheduled for this job.

Attachments
No attachments yet

New Attachment (/jobs/6108994/attachments/new)

Labels
Add label
Create new label

Notes
View and add notes

Tracking Code
No tracking code added

Applicant Package Recipients
Will be listed as "Contacts" for Universities
Recorder Managers