



Position Title: Competitive Sports Event Staff

Position Summary:

The Competitive Sports Event Operations Assistant plays a critical role in supporting the successful execution of Sport Club events, tournaments, and other scheduled activities, including fraternity, sorority, and external organization events. This position is responsible for event set-up and take-down, ensuring equipment is properly managed, facilities are restored to their original condition, and the participant check-in process is completed accurately. Additionally, the Event Operations Assistant responds to participant injuries by following established protocols and providing immediate assistance as needed. This role requires evening and weekend availability and may offer additional shifts in other program areas at the discretion of the supervisor.

Key Responsibilities:

- Assist with complete event set-up and take-down, ensuring all equipment is organized and returned to its proper storage location.
- Ensure facilities are cleaned and left in their original condition following events.
- Oversee and support the participant check-in and registration processes, ensuring accurate records are maintained.
- Complete during shifts task
- Provide on-site assistance during Sport Club tournaments, games, and special events, including fraternity, sorority, and external organization events.
- Respond to participant injuries and incidents, providing appropriate assistance and completing required incident documentation.
- Communicate effectively with supervisors and report any facility, equipment, or participant concerns.

- Complete additional duties and work in other program areas as assigned by the Competitive Sports Coordinator or Supervisors.

Preferred Qualifications:

- Must be enrolled in a minimum of six (6) units at California State University, San Bernardino and maintain a quarterly and cumulative GPA above a 2.0
- Basic First Aid and CPR certification (Can be obtained through SRWC).
- Strong leadership, communication, and organizational skills.
- Ability to remain calm and respond appropriately to injuries or incidents.
- Availability to work evenings and weekends.

Compensation: \$16.50