



## Triton Intramural Programmer 2019 Application Information

**Position description:** The Intramural Programmer develops, plans, schedules, and implements intramural opportunities for EdCC students and the greater campus community. Intramural activities will appeal to students of diverse ages, backgrounds, and abilities at different times when the athletic facilities are available. Some examples could include: soccer, baseball, softball, basketball, volleyball, ultimate Frisbee, pool, ping pong, badminton, etc.

**Duties:** Plan, develop, advertise, implement, assess and evaluate intramurals. Develop effective and appropriate rules and policies for each event. Meet regularly with staff from ISS, Housing and CSEL to coordinate intramurals as a team. Organize and complete all paperwork in a timely manner. Responsible for scheduling, setups, teardowns and supervising events. Coordinate team sign-ups, develop schedule and secure capable officials for events. Organize, acquire and distribute event supplies (trophies, snacks, equipment, etc). The programmer will also oversee open recreational time in Seaview Gym and Triton Field and will be responsible for equipment checkout.

**Position Requirements:** Intramural events are planned for fall, winter and spring quarters. First day of employment begins immediately after being hired through the college's hiring process.

As an applicant, please be aware of the following position expectations:

- Maintain a minimum 2.0 quarterly grade point average
- You must be enrolled as an Edmonds Community College student, or be planning to attend EdCC in the same quarter as hired and maintain and complete a credit load of 6 or more credits in fall, winter and spring quarters.
- You must have a social security number at the time you accept the position
- Second jobs or participation in extra- and co-curricular activities are highly discouraged and will be considered during the hiring process
- Work a maximum of 15 hours per week (wage \$13 per hour); hours vary from week to week

### All Completed Applications Must Contain:

1. A **cover letter** explaining your interest in working with us and why you feel you would be an asset to our program. The cover letter is your letter of introduction. Give us a glimpse of who you are. This is your time to sell yourself. Let us know why you are interested in the job and what skills you have to offer. Your letter should leave us anxious to talk with you.
2. A current **letter of recommendation** to be completed by a teacher, advisor, supervisor, or community member
3. A current academic **transcript**; unofficial copies are acceptable
4. A copy of your fall 2019 **class schedule**

The application can be turned into the Athletic Department – SEA102 or can be emailed to the Assistant Athletic Director Scott Kelly at [scott.kelly@email.edcc.edu](mailto:scott.kelly@email.edcc.edu)