



**The University of Wisconsin-Madison  
Division of Recreational Sports  
Club Sports Program**

**Club Sports Student Coordinator  
Job Description**

**Basic Function/Job Summary:**

The Club Sports Student Coordinator is responsible for assisting the Club Sports Director and Coordinator in administration of the Club Sports Program while serving as an ambassador for Division of Recreational Sports. Proficiency in e-mail client, and Microsoft Office (Word, Excel & Access) required.

**Specific Duties & Responsibilities:**

- Serve as the primary Club Sports contact person for assigned clubs
- Maintain accurate information on assigned clubs pertaining to fundraising and community service
- Enforcement of program and University guidelines at practices and competitions
- Encourage Club Sports to assist in developing public relations with the campus and community
- Submit suggestions for improvement of the program and the departmental offerings
- Compile weekly paperwork status, monthly and annual reports of each assigned club
- Maintain schedule and correspond facility needs of each club to club sports director and coordinator
- Actively represent and promote Club Sports and leadership in the division and on campus
- Assist in the upkeep and design of all club sport bulletin boards, etc.
- Evaluate development and recognize success of individual club sports and advisors
- Assist in the leadership development of student officers through club officer trainings, council meetings, workshops, and one on one discussion
- Keep statistical information on club injuries, visitors to campus, travel, practices, and student development opportunities
- Foster relationships with individual club sports to facilitate improved customer service and human relations
- Assist any Club Sport officers with individual concerns/decisions
- Ensure the compliance of clubs with Club Sports policies and procedures including collection of all paperwork
- Assist with the promotion of all club sports to University community
- Serve as the on-call student coordinator for assigned weekends
- Maintain/monitor priority points status for each assigned club
- Perform other duties as assigned