Facility Coordinator

A. In coordination with professional staff members, is responsible for overseeing the daily operations of facilities on evenings and weekends.

B. To act as an advocate for students within the structure of our facility policies and procedures.
   a. Help patrons understand our policies and procedures.
   b. Direct patrons to proper location/game sites.

C. Inform patrons of equipment and resources available to them.

D. To enforce facility policies and procedures.
   a. ID Policy
   b. Ejection procedures and reports.
   c. Equipment checkout policies and procedures.
   d. Eligibility requirements.

E. To act as a first responder to injury situations and complete Injury Report Form.

F. Facility and equipment preparation.

G. Serve as a risk management officer.
   a. Identify, report, and correct (if possible) potential safety hazards.
   b. Evaluate the safety of programs on an on-going basis and report concerns.

H. Control the environment outside the confines of intramural contests (i.e. fan behavior, profanity off the field, etc.).

I. Assist intramural game officials in carrying out forfeit and ejection.