

## Part-Time Job Specification for UCC Student Help: Athletics Track Supervisor

**Job Title:** Athletics Track Supervisor (Part-Time)

**Location:** UCC Mardyke Sports Grounds – Athletics Track

**Requirement:** Must be a registered UCC student to qualify for this student help role

**Reports To:** Sports Administrator / Sports Operative on duty

### Job Purpose:

To ensure the safe, efficient, and compliant operation of the athletics track during scheduled hours. The supervisor will oversee user activity, enforce facility rules, and support the smooth running of training sessions and events.

### Key Responsibilities:

- Supervise daily operations of the athletics track during assigned shifts.
- Monitor user activity to ensure compliance with safety and usage guidelines.
- Open and close the facility according to schedule.
- Conduct routine inspections of the track and surrounding areas.
- Report maintenance issues, incidents, or safety concerns promptly.
- Liaise with Sports Operative on duty to provide first aid assistance when necessary.
- Liaise with coaches, athletes, and facility staff to ensure smooth operations.

### Requirements:

#### Essential:

- Strong communication and interpersonal skills.
- Ability to work independently and responsibly.
- Availability for daytime, evening and weekend shifts.
- Basic understanding of athletics and track usage.
- Reliable and punctual.



### *Desirable:*

- Experience in sports facility supervision or customer service.
- First Aid certification (desirable, not essential).
- Familiarity with health and safety procedures.

### Working Hours:

- **10–16 hours per week**, including evenings and weekends.
- Beginning later this month October for approximately 4-6 weeks.
- Flexible scheduling based on facility needs and events. Estimated shifts available
  - Weekday 12-2pm
  - Weekday 4.30-8.30pm
  - Weekends 10am-2pm

### Salary:

- €13.91 per hour
- Hi vis vest and training provided

### Application Process:

Interested candidates should submit a CV and short cover letter to [emma.martin@ucc.ie](mailto:emma.martin@ucc.ie) by **Tuesday 14<sup>th</sup> October**. Interviews will take place on Thursday 16<sup>th</sup> and Friday 17<sup>th</sup> October.