

## *Club Sports Teams*

### **NEEDS LIST**

<b>Team/Staff</b>	<b>NEED</b>	<b>Details</b>
<b>Crew</b>	Social Media Coordinator	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>Approximately 3-5 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>In-charge of running all Crew social media: Twitter, Instagram and Facebook.</li> <li>Creating social media posts to help increase online presence.</li> <li>Understanding Liberty University social media rules and regulations</li> <li>Taking pictures and videos to use for social media posts</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Willing to travel to Smith Mountain Lake at least once a week to capture content.</li> <li>Other hours will be spent creating/editing/posting content.</li> <li>Possible travel with team</li> </ul>
<b>Cycling</b>	Social Media Coordinator	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>Approximately 3-5 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>In-charge of running all Cycling social media: Twitter, Instagram and Facebook.</li> <li>Creating social media posts to help increase online presence.</li> <li>Understanding Liberty University social media rules and regulations.</li> <li>Taking pictures and videos at practices/tournaments to use for social media posts</li> <li>Other hours will be spent creating/editing/posting content.</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Possible travel with team</li> </ul>
<b>Men's D1 Hockey</b>	Video Creative Lead	<p>Hours (roughly per week):</p> <ul style="list-style-type: none"> <li>Flexible - Approximately 3-5 hours per week</li> </ul> <p>Responsibilities/Duties (brief):</p> <ul style="list-style-type: none"> <li>Work with CS Creative Team to create social media and in-game video content.</li> <li>Attend most/all home games</li> <li>Capture footage, create plan and videos highlighting upcoming matchups, period intro hype videos and recap highlight videos</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Proficient in video/photo software, editing, shooting and planning skills. (Can send examples of MVB or MLax from previous years?)</li> </ul>
<b>Men's Lacrosse</b>	Media Creative Lead	<p>Hours (roughly per week):</p> <ul style="list-style-type: none"> <li>Flexible - Approximately 3 hours per week</li> </ul> <p>Responsibilities/Duties (brief):</p> <ul style="list-style-type: none"> <li>Work with CS Creative Team to create social media and in-game video content.</li> <li>Attend all home MLax games</li> <li>Capture footage, create plan and videos highlighting upcoming matchups, quarter intro hype videos and recap highlight videos</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Proficient in video/photo software, editing, shooting and planning skills. (Can send examples of MVB or MLax from previous years?)</li> </ul>
<b>Men's Ultimate</b>	Social Media Coordinator	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>Approximately 3-5 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>In-charge of running all Men's Ultimate social media: Twitter, Instagram and Facebook.</li> <li>Creating social media posts to help increase online presence.</li> <li>Understanding Liberty University social media rules and regulations.</li> <li>Taking pictures and videos at practices/tournaments to use for social media posts</li> <li>Other hours will be spent creating/editing/posting content.</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Possible travel with team</li> </ul>
<b>Shooting – Rifle</b>	Social Media/ Photographer	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>Approximately 2- 3 hours per week</li> </ul>

		<p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>Professional Team Photos and Individual Photos needed</li> <li>Rifle Action Photos at practices</li> <li>Promotional Flyers for recruitment</li> <li>Blast our social media platforms with team photos and weekly highlight of Individual Rifle Athletes (We have Instagram and Facebook)</li> <li>Take photos at our Monthly Postal Rifle Matches at home range Safeside Tactical</li> <li>Photos needed for Giving Page</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Help develop other opportunities to get out the word that LU has a great Rifle Team</li> <li>Will need safety glasses and hearing protection</li> </ul>
<b>Shooting – Shotgun</b>	Analytics/Statistics Assistant	<p>In need of someone in analytics – statistics (possibly an engineering student)</p> <p>Create “living documents”</p>
<b>Ski &amp; Snowboard</b>	Videographer	<ul style="list-style-type: none"> <li>Attend practices (T/Th 6-8pm, W 3:30-5:30pm)</li> <li>Film athletes’ tricks to review with coach/athletes</li> </ul>
<b>Women’s D1 Hockey</b>	Social Media Coordinator (Assistant)	<ul style="list-style-type: none"> <li>1 intern or practicum student for social media/video</li> <li>Possibly travel with team</li> <li>Attend one practice a week, capture picture/video</li> </ul> <p>*Report to Natalie Dishman (social media director is off campus)</p>
<b>Women’s D2 Hockey</b>	Social Media Director	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>Approximately 3-5 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>In-charge of running all WD2 social media: Twitter, Instagram and Facebook.</li> <li>Creating social media posts to help increase online presence.</li> <li>Understanding Liberty University social media rules and regulations</li> <li>Taking pictures and videos to use for social media posts</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Willing to travel with the team.</li> <li>Free on weekends when we have home games.</li> </ul>
	In-Game Media Director	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>Approximately 5-10 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <p>Jumbotron Operator  Women’s D2 hockey specific section of the Jumbotron has been created  Filming and Editing: practices and social media clips</p> <p>Other:</p> <ul style="list-style-type: none"> <li>Training with Olivia Bergen for Jumbotron operation</li> </ul>
<b>Pro Shop</b>	Social Media Coordinator	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>Approximately 3-5 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>In-charge of running all Pro-Shop social media: Twitter, Instagram and Facebook.</li> <li>Creating social media posts to help generate sales and increase online presence.</li> <li>Understanding Liberty University social media rules and regulations.</li> <li>Taking pictures and videos to use for social media posts.</li> <li>Other hours will be spent creating/editing/posting content.</li> </ul>
<b>Club Sports</b>	Creative Coordinator	<p>Hours (roughly per week):</p> <ul style="list-style-type: none"> <li>Flexible - Approximately 2-4 hours per week</li> </ul> <p>Responsibilities/Duties (brief):</p> <ul style="list-style-type: none"> <li>Work with CS Creative Team to plan and capture creative content at practices, games, BTS during major CS events</li> <li>Attend variety of functions including practices, games, team meetings, etc. throughout the semester</li> <li>Assist Creative Lead in capturing photos, videos, content for team projects</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Experience in sport photography, video preferred, willingness to learn and grow in team atmosphere</li> </ul>

## CS STAFF

### NEEDS List

Department	NEED	Details
<b>Recruitment &amp; Varsity Club</b>	Graphic Design Position – Website Management & Special Events  (1-2 higher end design students)  (1 student who is interested in event planning)	<ul style="list-style-type: none"><li>• Hiring a few work-study positions and I would really like to see some applicants with some graphic design/digital media/hospitality experience to join my team with website management and special events.</li><li>• (Possibly photography)</li><li>• All the same types of people under a “marketing/design/hospitality” umbrella.</li><li>• Knowledge of adobe photoshop, indesign, illustrator and/or WordPress is ideal.</li></ul>
<b>Video and Media Production</b>	Video and Media Students (2)	<ul style="list-style-type: none"><li>• Seeking 2 students interesting in assisting (integration, CSER, or intern)</li></ul>
<b>Business</b>	Business Operations Intern	Hours (roughly per week): <ul style="list-style-type: none"><li>• Flexible - Approximately 10-12 hours per week</li></ul> Responsibilities/Duties (brief): <ul style="list-style-type: none"><li>• Assist administration and graduate assistant with a variety of tasks</li><li>• data entry</li><li>• card reconciling</li><li>• check pick up and other basic needs week to week.</li></ul>

*Liberty Club Sports*

**Sports Management Opportunities**

<i>Team/Staff</i>	<i>NEED</i>	<i>Details</i>
<b>Beach Volleyball</b>	<b>Team Manager</b>	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>• Approximately 5 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>• Assist in tracking stats at practices and events through sheets, stat software and film</li> <li>• Assist in team drills (shagging, setting up/tearing down, timing, H2O needs, Locker room set-up, etc.)</li> <li>• Assist in filming practices or stating from film</li> <li>• Attend Team Practices and Events</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• Understanding of volleyball, ability to learn and be around team environment</li> </ul>
<b>Crew</b>	<b>Sports Management Intern</b>	<ul style="list-style-type: none"> <li>• Attend practice 2x a week at Smith Mountain Lake to drive the launch so that the coaches can focus on coaching</li> <li>• Intern will need to complete the VA boating safety course (free online) and have some boating experience.</li> </ul> <p>**Launch (boat) driver will need a valid VA boating license</p>
<b>Equestrian</b>	<b>Event Day Administrator</b>	<ul style="list-style-type: none"> <li>• Student with a riding/horse background, we could use help during our events.</li> <li>• Mostly administrative work</li> </ul>
<b>Men's D2 Hockey</b>	<b>Director of Operations</b>	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>• Approximately 5-7 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>• Attend all home games and potential for travel (travel costs &amp; team apparel covered)</li> <li>• Oversee player scratched &amp; in-game stat metrics (shots on goal, passes, turnovers, etc.)</li> <li>• Manage/input stats for ACHA Hockey-Tech</li> <li>• Manage InStat post-game video upload</li> <li>• Manage travel logistics (bus times, itinerary, food etc.)</li> </ul>
	<b>Equipment Manager</b>	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>• Approximately 10 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>• Attend all home &amp; away games (travel costs &amp; team apparel covered)</li> <li>• Laundry (practice/game uniforms, towels, gitch, etc.)</li> <li>• Skate sharpening (ability/capacity to use Blackstone sharpener)</li> <li>• Prepare locker room for practice &amp; game days</li> <li>• Manage inventory of all supplies</li> <li>• Communicate with Ops Director for travel needs/requirements</li> </ul>
<b>Men's D3 Hockey</b>	<b>Director of Operations</b>	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>• Approximately 5-7 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>• Attend all home games and potential for travel (travel costs &amp; team apparel covered)</li> <li>• Oversee player scratched &amp; in-game stat metrics (shots on goal, passes, turnovers, etc.)</li> <li>• Manage/input stats for ACHA Hockey-Tech</li> <li>• Manage InStat post-game video upload</li> <li>• Manage travel logistics (bus times, itinerary, food etc.)</li> </ul>
	<b>Equipment Manager</b>	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>• Approximately 10 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>• Attend all home &amp; away games (travel costs &amp; team apparel covered)</li> <li>• Laundry (practice/game uniforms, towels, gitch etc.)</li> <li>• Skate sharpening (ability/capacity to use Blackstone sharpener)</li> <li>• Prepare locker room for practice &amp; game days</li> <li>• Manage inventory of all supplies</li> <li>• Communicate with Ops Director for travel needs/requirements</li> </ul>

<b>Men's Swimming</b>	<b>Team Manager</b>	<ul style="list-style-type: none"> <li>• Once a week/weekend</li> <li>• Maybe come to home meets to help out (No travelling necessary)</li> <li>• Washing towels and putting back in lockers</li> <li>• Organizing team equipment room</li> </ul>
<b>Men's Volleyball</b>	<b>Team Manager/Statistician (2 students needed)</b>	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>• Approximately 5 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>• Assist in tracking stats at practices and events through sheets, stat software and film</li> <li>• Assist in team drills (shagging, setting up/tearing down, timing, etc)</li> <li>• Assist in filming practices or stating from film</li> <li>• Attend Team Practices and Events</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• Understanding of volleyball statistics, ability to learn and be around team environment</li> </ul>
<b>Shooting – Shotgun</b>	<b>Analytics/Statistics Assistant</b>	<ul style="list-style-type: none"> <li>• In need of student in analytics – statistics</li> <li>• Attend practices/competitions and organize data</li> <li>• Create “living documents”</li> </ul>
<b>Women's D2 Hockey</b>	<b>In-Game Media Operations Director</b>	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>• Approximately 5-10 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>• Jumbotron Operator</li> <li>• Women's D2 hockey specific section of the Jumbotron has been created</li> <li>• Filming and Editing: practices and social media clips</li> </ul> <p>Other: Training with Olivia Bergen for Jumbotron operation</p>
<b>Events and Facilities (Operations)</b>	<b>Practicum Workers (4 students needed)</b>	<ul style="list-style-type: none"> <li>• Assist the Director of Operations with various projects</li> <li>• Assist the Club Sports Ops team with successfully managing the ice hockey rink</li> </ul>
<b>Club Sports Business Finance</b>	<b>Business Operations Intern</b>	<p><b>Hours (roughly per week):</b></p> <ul style="list-style-type: none"> <li>• Flexible - Approximately 10-12 hours per week</li> </ul> <p><b>Responsibilities/Duties (brief):</b></p> <ul style="list-style-type: none"> <li>• Assist administration and graduate assistant with a variety of tasks</li> <li>• Data entry</li> <li>• Card reconciling</li> <li>• Check pick-up and other basic needs week to week.</li> </ul>