

ATHLETICS RECREATIONAL AIDE - SEASONAL

Reports to: Athletic Coordinator

Department: Recreation & Tourism

Position Control No.: 7425

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: *[Signature]*

Date: *10/14/16*

JOB SUMMARY: Under the direct supervision of the Athletic Coordinator; Assist with recreation program for various sports and other special events as needed.

ESSENTIAL JOB FUNCTIONS:

1. Perform Scorekeeping/coaching/officiating for youth programs on weeknights and weekends,
2. Help with the set-up, implementation and breakdown of games, practices and events.
3. Understand the rules of the game and ensure that the game is being played accordingly.
4. Maintain cleanliness of the facility.
5. Monitor games and gyms to ensure the expectations of spectators, coaches and players are being met.
6. Perform all other related duties assigned.
7. Maintain an effective line of communication between all staff; communicate with other staff to pass on shift procedures that need to be completed; communicate effectively with the public; represent department and City in a positive manner.
8. Ensure that work areas are adequately maintained to prevent accidents, including daily maintenance and inspection of buildings; report potential hazards or unsafe conditions to supervisor.
9. Identify and resolve problems in a timely manner; develop alternative solutions and use reason even when dealing with emotional topics.

ESSENTIAL QUALIFICATIONS:

1. High school diploma or GED.
2. Valid Texas commercial driver license with an acceptable driving record.
3. Considerable knowledge/experience in youth activities.
4. Ability to cope with large crowds and high noise levels.
5. Ability to work well with others and a willingness to learn.
6. Must be 18 years of age or older.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands to finger, handle or feel, stoop, kneel, crouch and crawl. The employees must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee should have the ability to develop and maintain effective relations and the ability to cope with large crowds and high noise levels.

This position also requires that you work under the supervision of the Full Time Recreational Aide to assure the continuous operation of all recreational center programs both indoors and outdoors in extreme conditions or inclement weather.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date