

CLASS TITLE: RECREATION SPECIALIST - SPORTS
Part-Time Hourly Non-Exempt
Department: Recreation
Supervisor: Recreation Supervisor, Recreation Coordinator
Supervises: none

DEFINITION

Under the direction of the Recreation Supervisor or the Recreation Coordinator, the Specialist is responsible for the planning, implementation, and oversight of youth and adult sports programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Set up/tear down of equipment for assigned programs.
- Prepare score sheets for all games for distribution to officials.
- Be on site and immediately available for assigned programs.
- Perform scorekeeping duties for basketball and softball leagues.
- Routinely inventory emergency and first aid supplies and equipment. Report needs to the Recreation Coordinator or Supervisor.
- Communicate clearly with Recreation Coordinator to facilitate any needs (i.e. replacing equipment, incorrect standings, safety issues, etc).
- Ensure team rosters are filled in completely and correctly.
- Communicate with players and teams regarding any problems that may occur throughout the sport.
- Ensure that any technical fouls, red cards, problems, or questions get reported to the Recreation Coordinator.
- Ensure the gym is clean and orderly before the sport begins as well as when the gym is being locked up.
- May be assigned to support other operational needs when necessary.

QUALIFICATIONS

- Knowledge of general rules regarding various sports and equipment use.
- Experience with cooperative relationships with the public.
- Communicate clearly and concisely, both orally and in writing
- Proven ability to mediate difficult situations and de-escalate public disagreements.

EXPERIENCE AND EDUCATION

- Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position.

SPECIAL QUALIFICATIONS

- Possession of a valid California driver's license and reliable transportation.
- CPR & First Aid Certification desired.

WORKING CONDITIONS

Physical conditions: Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Occasionally bend, stoop, kneel, reach, climb and walk on uneven surfaces. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

Environmental Demands: Outside: Works outside in a variety of weather conditions ranging from cold rainy weather to +100° F. Inside: Works indoors in large buildings and gymnasiums.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.