



Job Description

Recreation Staff (Seasonal)

Title: Recreation Staff (seasonal)

Dept: Office

Exempt/Nonexempt: Nonexempt

Reports to: Coordinator or instructor of the activity.

Pay Grade: Job Class A

General Position Summary:

Under general direction, assist to organize and effectively facilitate recreation activities or events.

Essential Functions/Major Duties:

- Setup and clean up necessary supplies and equipment
- Attend all related meetings and training
- Maintain control of the environment, including participants and spectators
- Perform other related duties and responsibilities as assigned
- Effectively oversee participants within the activity

(referee specific):

- Officiate games for assigned youth sports
- Interact on a professional basis with coaches, participants, and spectators
- Administer the safe and appropriate sports play; relevant legislation, policies, procedures and rules to ensure that children are supervised and safe at all times
- Assist to prepare the field or court for play

Job Scope:

This job works within the confines of the District's fiscal year budget and is responsible for being accountable, is creative/innovative, and has a level of responsibility for planning.

Interpersonal Contacts:

Internal - All Parks and Recreation District staff

External - General public

Specific Job Skills:

- Analyze and solve problems.
- Make effective decisions.
- Effectively communicate with activity participants and spectators.
- Manage time effectively.
- Teach other staff members the rules and skills of the activity.
- Effectively listen to coaches, instructors, participants, spectators, and parents.
- Maintain confidentiality of sensitive information received while performing the duties of the position
- Be respectful of participants and spectators
- Be sensitive and aware of cultural diversity
- Demonstrate strong work ethics
- Be considerate and fair
- Be compassionate and understanding
- Build esteem while ensuring a safe and secure environment
- Listen to concerns and make a fair and professional decision

Education and/or Experience:

- Knowledge and skill of the sport or activity assisting with
- Ability to effectively instruct or give direction

Job Conditions:

- Work may be performed in an indoor and outdoor environment, and potentially in extreme weather conditions and involves significant time on your feet
- Evenings and weekends are required when schedule requires
- Job requires standing, walking, bending, stooping, reaching, sitting, kneeling, use of fingers and hands, grasping, listening and hearing, talking, handling, repetitive motions, lifting, computer work/keyboarding