



## **Youth Sports Official – Part-Time**

### **MISSION STATEMENT**

As the heart of the community, the Eaton Area Park and Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

### **SCOPE OF POSITION**

Performs a variety of duties associated with instructing or officiating recreation programs that may include both youth and adult sports.

Supervision Received: Works under the direction of the Recreation Coordinator(s).

Wage Range: \$14.50-\$17.50

### **GENERAL EXPECTATIONS**

Officials must always be professional and courteous when interacting with EAPRD staff, supervisors, specialists, fellow officials, participants, and spectators. Officials must remember they are representing the program and the Eaton Area Park & Recreation District.

- Required to attend all trainings and meetings.
- Expected to study the rules of the game -- become an expert!
- Don't be on time, be early and be ready to officiate at the start of your shift.
- Work hard and make the effort to improve.
- Maintain a proper attitude, appearance, condition, and integrity towards officiating.
- Develop good judgment and consistency in your management of the game.
- Always give 100% to the participants, program, and yourself in an effort to be the best official you can be.
- Frequently check Slack, email, and Humanity for information, schedules, and updates.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides a safe, effective, and supportive learning environment for diverse participants with varying skill levels.



- Ensures participants are performing activities correctly and safely.
- Sets up and takes down required program equipment.
- Provides exceptional guest service to all participants. Responds to information requests, comments, and complaints from participants whilst appropriately relaying them to your direct supervisor.
- Maintains frequent communications with other staff within and reports any issues or concerns with inventory, facility conditions, policies and incidents to supervisory staff as needed.
- Ensures the safety of guests and program participants by enforcing all rules and policies with staff and guests.
- Performs miscellaneous job-related duties as assigned.
- Is required to work all shifts as assigned or find coverage with adequate time.
- Maintains proper communication with coaches before, during, and after each game.

## **UNIFORMS & PROFESSIONALISM**

Professionalism starts with the uniform. Appearance is extremely important in officiating. The Official's dress code will be strictly enforced. If you are not properly dressed, you will not be allowed to work and will be responsible for your missed shift.

- **Shirts:** An official will be provided for officiating.
  - Long-sleeved or short-sleeved undershirts or sweatshirts may be worn under the striped shirt, but they should be black or white, and no graphics or lettering should show through the striped shirt.
  - All shirts must be tucked in at all times.
  - Uniforms must be turned at the end of each season.
  - Officials who own their own officials' jerseys may wear them as long as they are professional in appearance.
- **Pants or Shorts:** Must be an athletic style (no jeans or pants with belt loops) and must be predominantly black.
- **Hats:** EAPRD/EACC hats may be worn for officiating and scorekeeping outdoor events. No other hats may be worn. Hats must look professional and must be worn forward.
- **Shoes:** Athletic shoes must be worn while officiating or scorekeeping all intramural events.
- Shoes should be predominantly black.
- Open toed shoes are not allowed.



- Whistles: Each official will receive one whistle and lanyard if the sport they are officiating requires.
- Jewelry: Excessive jewelry is not allowed (i.e., dangling, or bulky jewelry)
- Cell Phones, iPods, and other electronics: The use of cell phones, iPods and other electronics in any manner is unacceptable while officiating.
  - Cell phones, iPods and similar devices are NOT to be worn or kept in pockets while officiating.

## **QUALIFICATIONS**

### Education and Experience

- One year of related work experience or training preferred

Must successfully pass all required employment screens that may include but not be limited to:

- Drug screen
- Criminal Background Check

### Certificates, Licenses, Registrations

- Valid vehicle operator's license and satisfactory driving record
- Blood Born Pathogen, First Aid, CPR, and AED certification, or ability to obtain within 90 days of hire.
- Concussion Training

## **REQUIRED KNOWLEDGE AND SKILLS**

- Considerable knowledge of the current principles, practices, teaching methods, and techniques specific to planning and teaching the program/sport preferred.
- Ability to perform all duties in the absence of supervision.
- Ability to work under stressful situations and conditions; ability to stay calm; must have excellent conflict resolution and problem-solving skills.
- Ability to maintain certifications.
- Ability to provide outstanding customer service in a fast paced, chaotic environment to a diverse guest population.
- Ability to establish and maintain effective working relationships with supervisors, peers, and EAPRD / EACC staff. Including the ability to follow directions and demonstrate professional behavior.



- Ability to communicate, follow and enforce all rules, regulations, and policies. Ability to recognize safety hazards and sanitation issues to notify supervisors.
- Ability to complete and maintain well organized daily records, logs, and incident reports.
- Ability to read, write, and speak English fluently.
- Ability to operate all assigned equipment properly and safely; ability to set up, maintain, and tear down activity related equipment.
- Demonstrated skill in the use of standard office equipment, computers, and various application programs including recreation related specialty software applications.

## **SCHEDULING**

- Schedules will be posted on Humanity by Thursday of the week prior.
- Availability & Conflicts: It is up to the Official to get any shifts covered that were not marked as “unavailable” on Humanity at least two weeks prior.
- Shifts start 20-30 minutes prior to game start.
- Officials are expected to aid in clean-up and tear-down after the end of a shift, this is paid time.
- Absences & Tardiness: These will not be tolerated. If an official is not on site, checked in, and ready to work at the appropriate time before shift it will be considered a tardy/absent and could result in a formal write up or termination.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

- While performing the duties of this job, the employee is frequently required to walk, run, stand, sit, and talk, or hear. The employee is occasionally required to use hands to feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.



## Signature Page

Applications received will be reviewed on a weekly basis as needed until the position is filled.

Position open until filled.

I understand the above description of Youth Sports Official for Athletics. I also understand that the duties listed are not all encompassing and that I will perform those above and other related duties as directed by my direct supervisor.

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_