



ATHLETICS
Part-Time
Job Description

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.

Practice Supervisor

The Athletics Practice Supervisor is responsible for overseeing youth sports practices and ensuring a safe, organized, and positive environment for participants, coaches, and spectators. This position includes supervising indoor and outdoor practices, preparing and distributing athletic equipment, monitoring practice spaces for safety and cleanliness, and enforcing facility and program policies such as appropriate attire, respectful language, and no food or drinks in gym areas. The Athletics Practice Supervisor serves as a point of contact for coaches and staff, responds to spills or unsafe conditions, and assists with maintaining order during practices. Responsibilities also include cleaning and organizing practice areas after activities by putting away equipment, disposing of trash, and ensuring facilities are left in proper condition. This position requires strong communication skills, attentiveness, and the ability to work independently in a fast-paced recreational environment while providing excellent customer service and promoting a positive experience for all participants.

Wage Range: \$15.16 - \$16.00 Per Hour - Part-time
Hiring Range: \$15.16 Per Hour - Part-time
Schedule: Weekday and Weekend shifts available

Athletic Rec Aide

The Athletic Rec Aid assists with the instruction and facilitation of various sports programs, including but not limited to tee ball, tennis, CARA track, and adult sports, while supporting tournament operations and other community events such as Eaton Days, team meetings, and special activities like the Daddy-Daughter Dance and Mom-and-Son Adventure Night. This position helps with game organization, implementation, and provides hands-on support to participants, ensuring programs run smoothly and participants have a positive experience. The Recreation Aid also contributes to various recreational and community-focused events and activities, providing general assistance wherever needed within the department. The Rec Aide will assist with concessions.

Wage Range: \$15.50 - \$18.00 Per Hour - Part-time
Hiring Range: \$15.50- \$16.50 - Per Hour - Part-time
Schedule: Weekday and Weekend shifts available

Scorekeeper

The Scorekeeper is responsible for accurately maintaining scores, game records, and timing for a variety of indoor and outdoor youth and adult sports programs. This position supports a positive and organized game environment

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by operating scoreboards and timing equipment, tracking game statistics as needed, and ensuring scores are recorded correctly throughout athletic events. The Scorekeeper communicates effectively with officials, coaches, participants, and staff while maintaining professionalism and attention to detail in a fast-paced setting. Additional responsibilities include assisting with basic game setup and cleanup, monitoring equipment functionality, and helping ensure facility and program policies are followed during events. This position requires strong focus, reliability, and the ability to work evenings, weekends, and in varying indoor and outdoor weather conditions depending on the sport and season.

Wage Range: \$16.00 - \$18.00 Per Hour - Part-time
Hiring Range: \$16.00- \$16.50 - Per Hour - Part-time
Schedule: Weekday and Weekend shifts available

Sports Official

The Sports Official is responsible for officiating a variety of indoor and outdoor youth and adult sports leagues while ensuring games are conducted in a safe, fair, and respectful manner. This position requires thorough knowledge and consistent enforcement of league rules, with participant safety serving as the top priority at all times. The Sports Official monitors gameplay, participant conduct, coach interactions, and spectator behavior to maintain a positive and sportsmanlike environment and address unsportsmanlike behavior when necessary. This role requires the ability to remain calm, professional, and confident in stressful or high-pressure situations while making fair and timely decisions during athletic events. Additional responsibilities include communicating effectively with players, coaches, spectators, and staff, assisting with overall game management, and wearing the required provided official uniform while representing the organization in a professional manner. Practices and games may take place indoors or outdoors depending on the sport, season, and facility location.

Wage Range: \$20 - \$23 Per Game - Part-time
Hiring Range: \$20 - Per Game - Part-time
Schedule: Weekday and Weekend shifts available

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

GENERAL EXPECTATIONS:

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

- Required to attend all training and meetings.
- Be early and be ready to start your shift.
- Maintain a proper attitude, appearance, condition, and integrity to staff and the public.
- Always give 100% to the participants, program, and yourself.

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- Maintain professionalism and neutrality at all times, ensuring fairness and consistency in all duties.
- Demonstrate strong attention to detail during all events and programs.
- Communicate effectively with coaches, participants, and other staff to ensure smooth games, practice and event operations.
- Be adaptable, capable of adjusting duties based on the specific needs of the game, practice and event.
- Foster a positive and supportive environment for participants, emphasizing good sportsmanship and safety.
- Frequently check Slack, email, and Humanity for information, schedules, and updates.

DUTIES AND RESPONSIBILITIES:

- Provide quality customer service while creating a safe, positive, and welcoming environment for participants, coaches, spectators, and staff.
- Supervise and support youth and adult athletic programs, practices, games, and events in both indoor and outdoor settings.
- Enforce league, program, and facility policies and procedures in a fair, consistent, and professional manner.
- Promote participant safety by identifying and addressing unsafe conditions, inappropriate behavior, and facility hazards.
- Communicate effectively with participants, coaches, officials, spectators, and coworkers.
- Assist with setup and cleanup of athletic facilities and equipment before, during, and after practices, games, and events.
- Monitor participant, coach, and spectator conduct and address unsportsmanlike behavior or policy violations appropriately.
- Maintain organization and cleanliness of athletic spaces, including proper storage of equipment and removal of trash or hazards.
- Accurately perform assigned responsibilities during athletic events and practices, including supervision, officiating, scorekeeping, or operational support as needed.
- Remain calm, professional, and solution-oriented in fast-paced or stressful situations.
- Attend trainings, meetings, and required certifications as assigned.
- Wear required staff uniform and represent the organization in a professional manner at all times.
- Work flexible schedules including evenings, weekends, holidays, and varying seasonal weather conditions.
- Perform other duties as assigned in support of athletics and recreation programming.

QUALIFICATIONS:

- Must be a minimum of 15 years of age
- Education and Experience
 - One year of related work experience or training preferred

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- Must successfully pass all required employment screens that may include but not be limited to:
 - Drug screen
 - Criminal Background
- Blood Born Pathogen, First Aid, CPR, and AED certification, or ability to obtain within 90 days of hire.
- Concussion Training

UNIFORMS & PROFESSIONALISM:

Professionalism starts with the uniform. Appearance is extremely important. If you are not properly dressed, you will not be allowed to work and will be responsible for your missed shift.

- Shirts: An EAPRD Staff Shirt or Officials Shirt
- Long-sleeved or short-sleeved undershirts or sweatshirts may be worn under the EAPRD staff shirt, but they should be black or white, and no graphics or lettering should show through the EAPRD staff shirt.
- Pants or Shorts: Jeans and professional athletic wear are acceptable.
- Hats: EAPRD/EACC hats or professional hats are allowed. Must be word forward.
- Shoes: Athletic shoes must be worn while officiating or scorekeeping all intramural events.
- Open-toed shoes are not allowed.

REQUIRED KNOWLEDGE AND SKILLS:

- 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 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 employee to get any shifts covered that were not marked as "unavailable" in Humanity at least two weeks prior.

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- Absences & Tardiness will not be tolerated. If an employee 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 ENVIROMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation 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. 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: _____