

POSITION DESCRIPTION

POSITION TITLE: Athletic Official III

DEPARTMENT: Parks & Recreation

REPORTS TO: Recreation Coordinator

SALARY RANGE: \$20.00 - \$26.00 per hour

DESCRIPTION:

Athletic Officials report to the Recreation Coordinator with the primary responsibility of being the on-site coordinator and athletic official for the Parks & Recreation Department sports program assigned.

Other responsibilities will include the following: reporting game scores to the Recreation Coordinator, maintaining records including time sheets and accident reports; and responding to public inquiries regarding Parks & Recreation Department programs. In addition, the Athletic Official will enforce the Parks & Recreation Department rules and policies and will provide a high level of customer service to recreation program participants.

Work days and hours for the Athletic Official will vary by sports program assigned. The Athletic Official position is FLSA non-exempt and eligible for overtime compensation.

This job description may include the following positions and may officiate one or more of the following:

- Adult Flag Football
- Adult Softball
- Adult Soccer

ESSENTIAL JOB FUNCTIONS

The Athletic Official shall:

- Know, implement and enforce team sport, league, and City policies
- Coordinate with the Sports Monitor to ensure sports court/field is clean, properly set up and ready for safe play as required by sport
- As directed by the Recreation Coordinator, set up field and scoreboards, remove, and store after game
- Complete and report the game score sheet following each game
- Provide a safe environment for program participants and spectators
- Respond quickly to any emergencies
- Report any unsafe situations or conditions and make every attempt to prevent accidents and injuries
- Wear designated uniform while officiating

- Provide a high level of customer service for recreation program participants
- Attend meetings with staff and/or the Recreation Department as requested
- Report and complete all necessary documents associated with incidents or situations which arise during programs/games to the Recreation Coordinator
- Complete other duties as assigned

CANDIDATE QUALIFICATIONS

Skills include:

- Knowledge of sport rules which includes special ground rules associated with the league
- Ability to enforce rules and manage participants in pressure situations
- Ability to maintain accurate records, enforce regulations and policies to the visiting public
- Ability to work with age group participating in the team sport, parents if applicable, and difficult people in a competitive setting

Education and Experience:

- Minimum of one year experience as an Athletic Official of adult or competitive youth level sports

Special Requirements:

- Must be able to work the complete season for the assigned sport and attend any orientation and training sessions scheduled by the Recreation Coordinator
- Must be minimum of 16 years old, age 18 or older is preferred
- If under 18 years of age, must be able to provide proof of age, name, address, date of birth, copy of Social Security card, and provide a signed Parent/School Authorization form (if working during the school year) or, if applicable, must have the Parent Authorization Summer Work form completed prior to start of employment as required by Washington State Department of Labor & Industries
- Must possess current First Aid and CPR certifications or the ability to obtain prior to start of the season
- Must possess and maintain a valid Washington State driver's license
- Must be insurable by the City's insurance carrier
- Must be able to pass a driving record check and a criminal history background check
- All staff positions with the City are required to report to work during off hours in case of an emergency and perform work duties as assigned

Physical Requirements:

- This position may work indoors or outdoors, depending on the sport
- Must be able to physically see, hear and run as needed for the assigned sport
- Must be able to stand for extended periods
- Must be able to work outdoors in various weather conditions, if needed for assigned sport
- Must be able to lift 40 lbs
- Will work part-time evenings with possible weekends, and/or holidays