



Recreation Department
Youth Sports Assistant
(Umpire/Referee & Scorekeeper)

Mayor Pamela Bobst

Reports To: Sports & Leagues Manager and/or Recreation Program Coordinator Salary: Starting at \$10.50
Shift: Varies – Evenings and Weekends will be needed FLSA Status: Exempt

Position Overview:

Under general supervision of the Sports Program Supervisor, the Youth Sports Assistant is responsible for a variety of tasks related to sport and game operations. The Youth Sports Assistant will perform scorekeeping duties, referee sporting contests and assist with the overall management of sports programs and operations. The work is performed in both an indoor recreation facility as well as outdoors in athletic related settings. The employee may be exposed to adverse weather conditions. Some equipment to be used includes electronic scoreboard, sports and game equipment (balls, cones, goals, tables, chairs, etc.)

Duties:

- 1. Recreational Programming** **70%**
 - Ensure proper management of sport related programs as assigned
 - Conduct sport specific programs as trained

- 2. Recreational Operations** **28%**
 - Enforces all facility/program policies, rules, and regulations*
 - Recognizes and responds effectively to emergencies following established protocol*

- 3. Miscellaneous** **2%**
 - Attend trainings and meetings as required
 - Completes additional duties as assigned by supervisor

**Denotes essential function of the job*

Minimum Qualifications:

- All individuals must be 15 years of age or older.
- Past participation and general knowledge of a variety of sport (i.e.: soccer, basketball, volleyball, hockey, etc.)
- Good communication skills as well as leadership qualities and public relations skills.
- First Aid & CPR training preferred.

Position will be posted until filled. Applications may be obtained at http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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