



JOB DESCRIPTION

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

Recreation Sports Program Attendant *Adult Sports Leagues*

Reports to: Program Supervisor
Starting Pay/Status: \$15.93-\$21.51 per hour (part-time/seasonal, non-exempt)
Dates: June-August
Shift: 2-3 days per week; 8-12 hours per week.
Tuesday/Thursday, 4:00-9:00pm; Wednesday, 5:00-8:00pm; Sunday, 4:00-9:00pm
approx. 8-12 hours/week.
Opening date: 3/27/2024
Closing date: Open until filled

General statement of duties: Facilitates the operation of outdoor/indoor recreational sports programs, practices, and game day operations. Maintains organization and security over the sports program including in adverse weather situations; does related work as required.

Distinguishing features of the class: An employee in this classification is responsible for overseeing sports activities and maintaining safe conditions for patrons. Work is under the general supervision of a program supervisor, who reviews work primarily based on results attained and on the accomplishment of outlined objectives and goals. Supervision is not normally a responsibility of positions in this classification.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

- Organizes and facilitates game day operations, which may include the following: chalking and lining fields, directing patrons, coaches and players and aiding teams.
- Oversees program activity and ensures safe use of facility.
- Maintains all required records and forms.
- Responds to accidents or incidents; notifies supervisor and appropriate law enforcement or emergency services if necessary; maintains all related records.
- Oversees equipment usage; sets up and dismantles equipment as needed.
- Maintains security of facility; reports and documents vandalism and theft.
- Cleans facility after each use.
- May operate tools and electronic equipment.
- Prepares and maintains athletic and play fields. Reports unsafe conditions to supervisor.
- May communicate with players, volunteers, coaches and/or spectators regarding game information and behavior as needed.
- Ability to work flexible hours.
- Maintains positive public relations by representing the district to the public in a positive and professional manner.
- Provides excellent customer service.
- Perform other job-related duties or tasks as required.

DESIRABLE QUALIFICATIONS:

Knowledge: Considerable knowledge of methods involved in coordinating, scheduling and implementing a program of recreational activities, skills and safety precaution involved in sports programs, and record keeping.



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Skills: First aid and CPR. Customer service experience.

Abilities: Communicate effectively, both verbally and written; work successfully with youth, parents, coaches, volunteers, co-workers and supervisor; work independently; act calmly and effectively in emergency situations.

Physical demands of the position: While performing the duties of this position, the employee will frequently be required to sit and bend. The employee may occasionally be required to lift, carry, or manipulate objects such as equipment and boxes etc., weighing up to 20-30 pounds. Manual dexterity and coordination, including grasping and squeezing, are required for a majority of the work period. In performing the duties of this position, it is likely that the employee will be outdoors for over 70% of the work above period, but exposure to heat in summer and cold in the winter is possible. Exposure to loud noise (70dB) is minimal, and never requires the use of ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Personal protective equipment:

- Nitrile gloves for the administration of first aid.

Experience and training:

- High school diploma or equivalent; AND
- 1-2 years of experience in parks and recreation, customer service, or related field; AND
- Some previous work, training/certification, or volunteer experience related to the position; OR
- Any satisfactory combination of education, experience, and training which demonstrates the knowledge, skills, and ability to perform the duties described above.

Desirable special requirements:

- Possession of or ability to obtain a valid Oregon driver's license within 30 days and a safe driving record.

Necessary special requirements:

- Possession of or ability to obtain CPR/AED and First Aid certification within 30 days of employment.
- Possession of or ability to obtain a valid Oregon Food Handler Permit.
- Ability to pass a criminal background check.

ADDITIONAL INFORMATION

Equal Opportunity Employer