



## JOB DESCRIPTION

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

### Recreational Sports Program Attendant

**Reports to:** Program Supervisor  
**Starting Pay/Status:** \$15/hr (Part-time, hours vary)  
**Opening date:** 07/23/2021  
**Closing date:** Open till 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 fields, directing patrons, coaches and players and aiding teams.
- Oversees program activity and ensures safe use of facility.
- Maintains all required records and forms.
- Response 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.

**Skills:** First aid and CPR. Customer service experience.



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**Abilities:** Communicate effectively both verbally and in writing; 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 the 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. Rain gear as needed, according to weather.

**Experience and training:** High school graduation or equivalency and two years of experience in customer service, parks and recreation, or related area which includes working closely with youth and the general public; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform above-described duties.

**Necessary special requirements:** Possession of current first aid and CPR.

**Desirable special requirements:** Possession of or ability to obtain a valid Oregon driver's license; safe driving record. Pass a background check and because this job is considered safety sensitive

**Necessary special requirements:** Possession of or ability to obtain current First Aid and CPR/AED certificates; possession of or ability to obtain a current Oregon Food Handler Permit. Ability to pass a criminal background check.

### Additional Information

Equal Opportunity Employer