Recreation Department

Youth Sports Assistant (Rink Guard, Deck Hand, Umpire/Referee, Scorekeeper, and Assistant Coach)

Mayor Pamela Bobst

Reports To: Recreation Supervisor, Program Supervisor, and/or Admin. Coord.  
Salary: $8.55 - $14.00/hr
Shift: 8:30 A.M. to 4:30 P.M.  Sunday through Saturday  
FLSA Status: Exempt
Evenings and Weekends will be needed

Position Overview:
Under the supervision of the Recreation Supervisor, the Program Supervisor, and/or the Administrative Coordinator, the Youth Sports Assistant oversees general sporting programs, assists in the operation of the ice rink, and/or assists in the general operation the city’s municipal pool(s). Basic office supplies, the City’s telephone system*, basic gym equipment, general rink equipment, pool supplies and safety equipment. The work is performed in a typical Recreation Center environment where the employee may be generally exposed to adverse environmental conditions such as indoor ice rink (cold weather) and/or outdoor pool during the summer (warm weather).

Duties:

1. Pool Deck Hand
   - Must be able to work outside in all-weather types
   - Must be able to take direction from pool supervisor
   - General maintenance & custodial before, during and after open swim sessions & special events
   - Use sunscreen when applicable
   - Wear provided staff T-Shirt and appropriate shorts
   - Assess work environment (i.e. cleaning up after each session and its corresponding area and report any damage to equipment or area)
   - Request Accident/Injury report if necessary to pool supervisor
   - Communicate pool rules & regulations to the public
     - Ability to work with other staff members during your shifts
     - Determine if first aid is necessary and report to pool supervisor

2. Rink Guard
   - Must have some skating ability
   - Assist in skate rental distribution
   - Must be able to take direction from rink supervisor
   - General building maintenance & custodial before, during and after open skating sessions & special events
   - Assess work environment (i.e. cleaning up after each session and its corresponding area and report any damage to equipment or area)
   - Request Accident/Injury report if necessary to ice rink supervisor
   - Communicate ice rink rules & regulations to the public
     - Ability to work with other staff members during your shifts
     - Determine if first aid is necessary and report to rink supervisor
   - Operate scoreboard during youth sports games (basketball, soccer, volleyball, etc.)
   - Officiate and monitor youth sports games (basketball, soccer, baseball)
   - Record scores and stats on score sheets for youth sports games (basketball, volleyball)
   - Set up and tear down program equipment
   - Instructs youth participants on rules of youth sports games (basketball, soccer, baseball)
   - Assists in preparing equipment for youth sports teams and taking inventory of program equipment
   - Reports to a program supervisor or site supervisor

4. Miscellaneous
   - All other duties as needed to ensure the effective functioning of the Recreation Center which include the many special events that occur throughout the year

* Denotes essential function of the job

Minimum Qualifications:
   - In general, all individuals must be 14 years of age or older.
   - The exception is Youth Sports Assistant Coach must be 18 years of age or older.
   - This position requires basic communication and a knowledge of Recreation Center activities and park locations.
   - Must have an ability to work with a recreation population or clientele, as well as the ability to multitask work such as game supervision, general maintenance, and interacting with the public.
   - 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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