



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:

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

3. Youth Sports Assistant – Umpire/Referee, Scorekeeper, and Assist. Coach

- 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**

The City of Rocky River is an Equal Opportunity Employer