

POSITION: Recreation Aide – Adult and Youth Sports Coordinating

POSITION REPORTS TO: Recreation Coordinator and Recreation Manager

POSITION SUPERVISES: Recreation Programs, Patrons, and Staff

STATUS: Part-time

HOURLY RATE: \$10.50-\$12 DOE

OPENING DATE: September 4th, 2020

CLOSING DATE: Open until filled

GENERAL PURPOSE

Under the direct supervision of the recreation manager, the recreation aide will coordinate and oversee recreation programs and help ensure the safety of the patrons in and around program locations.

EXAMPLE of DUTIES

- Assist in preparing recreation programs: creating rosters, rules, game schedules, scheduling staff, tournament brackets, ordering uniforms, finding volunteers, etc.
- Strictly and tactfully enforce rules, regulations, and policies of the recreation department
- Always conduct oneself in a professional manner and be dressed in appropriate attire
- Supervise programs including but not limited to Flag Football, Soccer, and Jr Jazz
- Communicate with recreation manager, staff & patrons in a positive and productive manner at appropriate times
- Respond to questions and/or concerns of coaches/patrons in a prompt fashion
- Establish and maintain effective working relations between referees and patrons
- Discuss areas of concern with recreation manager
- Other duties asked of you by recreation manager

MINIMUM QUALIFICATIONS

- 18 years of age or older, high school graduate
- Previous supervisory experience preferred
- Must attend meetings and have own transportation
- Ability to communicate effectively with patrons, supervisors, and other employees
- Alert, attentive, dependable, and responsible
- Independent and self-motivated
- Ability to give instructions and discipline staff as needed
- Availability to work 10 to 39 hours a week

WORKING CONDITIONS

- Willing and available to work most evenings, weekends, and holidays
- Moderate physical activity including setting up and taking down equipment
- Exposure to stressful situations as a result of human behavior and weather elements

EXPECTATIONS

- Be punctual. Must arrive at least 30 minutes prior to program's start. Expected to help prepare locations for programs. Provide information and tools to assist supervisors and staff to be successful on site at programs.
- Be respectful. It's ok to be firm with patrons; firm does not have to be mean.
- Hands on, involved.
- Positive attitude and willing to learn.

Submit application with a resume to Haley
at the South Davis Recreation Center 550 North 200 West, Bountiful, UT or
haley@southdavisrecreation.com