



### POSITION DESCRIPTION

<b>JOB TITLE: Athletics Specialist</b>	<b>GRADE: N/A</b>
<b>DEPARTMENT: Recreation, Parks &amp; Tourism</b>	<b>FUND: General</b>
<b>APPROVED BY: Pamela Griffin</b>	<b>APPROVED ON: 01/20/2023</b>

#### GENERAL PURPOSE:

Assists in providing clerical and operational support for the Recreation, Parks & Tourism Department athletics programming, facility, field rentals, and events through a variety of specialized tasks.

#### SUPERVISION RECEIVED:

Works under the general supervision of the Recreation Center Manager.

#### SUPERVISION EXERCISED:

May supervise volunteers and community service personnel.

#### ESSENTIAL DUTIES, RESPONSIBILITIES AND TASKS:

- Responds to and provides accurate information regarding PRT sponsored programs to the general public in a friendly and professional manner through daily interactions in person or by phone.
- Provides clerical and supervisory support with registration, scheduling, implementation, and supervision of athletic programs, leagues, and rentals
- Provides support in implementation of activities for participants engaged in recreation and co-sponsored programs, including special events as deemed necessary; Provides additional support services for a variety of athletics, recreational programs, and activities.
- Sets up and breaks down fields and facilities for athletics, rentals, reservations, and other events
- Provides facilities and park support to include custodial assistance with facility and park cleanliness.
- Responsible for their assigned cash drawer if applicable and all their daily cash collections of departmental revenue; must balance daily reconciliations in accordance with the cash handling procedures of the department.
- Is proactive in assisting with other program needs as assigned.
- Performs other duties as needed and assigned.

#### DESIRED MINIMUM QUALIFICATIONS:

- Graduation from a high school or GED equivalent
- Skill in First Aid and CPR/AED
- Ability and willingness to work evenings and weekends
- Experience in recreation athletics/programming
- Knowledge of a variety of sports including, but not limited to, basketball, soccer, football, baseball
- Experience working in public setting
- Basic understanding of computer skills
- General knowledge of cash handling procedures

#### NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of departmental procedures.
- Ability to establish and maintain effective working relationships with government officials, associates, and the general public.
- Ability to adhere to city and departmental policies and procedures.
- Ability to assist with the implementation of varied activities involved in a wide range of recreational programming.
- Ability to maintain up to date information on programs.
- Establish and maintain cooperative working relationships with those contacted in the course of normal duty.
- Use a personal computer including word/office processing and spreadsheet applications.
- Work in an outdoor environment; exposure to noise, dust, grease, smoke, fumes, gases, and potentially hazardous chemicals at times.
- Ability to display an informed; professional and friendly demeanor.
- Skills in organization, compiling and recording information accurately.
- Ability to work independently.
- Ability to assimilate recreation department functions, goals, and mission statement.
- Ability to assist with other program needs of the department.
- Ability to be flexible by doing various tasks as assigned.

#### SPECIAL REQUIREMENTS:

- Valid State Driver's License.
- Must be available to work additional or different hours as needed.
- Must have knowledge of CPR/AED and First Aid.
- Must have skill of effective customer service; ability to communicate effectively, verbally and in writing; ability to handle stressful situations.

#### TOOLS and EQUIPMENT USED:

- Computer
- Vehicle
- Telephone, copier, fax

- Calculator

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires standing and walking for long periods of time, fingering, grasping and repetitive motions. The employee is required to walk, sit and talk or hear. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and understanding detailed or important instructions. Hearing is required to perceive information accurately for correct job continuum. Visual acuity is required in preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.

Must be able to assist in setting up tables, chairs, athletic and event equipment. Must be able to lift and/or move up to 50 pounds. Requires the ability to bend, stoop, twist, or walk over uneven surfaces and upstairs in the elements for potentially extended periods of time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; background check; drug and alcohol testing; job related tests may be required. If considered for employment, a drug and alcohol test is required.

SUPPLEMENTAL INFORMATION:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement, implied or otherwise, between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **PT Athletics Assistant**

The City of Hardeeville Parks, Recreation and Tourism Department is seeking to fulfill a part-time position as PT Athletics Assistant. Responsibilities include assisting to provide clerical and operational support for the athletics and recreational offerings at the Hardeeville Recreation Center and Richard Gray Recreation Complex. The individual hired will perform a variety of specialized tasks including, but not limited to, program registration, scheduling, implementation, and supervision of facility rentals, athletic events, league practices and seasonal play, tournaments, etc. The individual will assist with the setup and tear down of equipment, ensuring a clean, healthy environment for all guests, and processing financial transactions. Candidate must possess the ability to assist with the implementation and supervision of varied recreational programs and activities in a fast-paced environment including the ability to work independently.

See job description found on the City's website for complete details. Pay starts at \$12.00 hourly. Application can be found on the City's website at [www.hardeevillesc.gov](http://www.hardeevillesc.gov). Please attach a cover letter, resume with references and email to HR offices at [pgriffin@hardeevillesc.gov](mailto:pgriffin@hardeevillesc.gov) or by mail to Lori Pomarico (HR Services) City of Hardeeville, 205 Main Street, PO Box 609, Hardeeville SC 29927. Position closes on February 23, 2022.

All applicants considered for employment must submit to a background check and urinalysis screening for illegal drug use prior to offer of employment. The City of Hardeeville is an EOE and E-Verify user.