

CITY OF SALINAS

SPORTS PROGRAM ASSISTANT

BARGAINING UNIT/CLASS CODE:

SMEA / Q10

DEFINITION

Under direction, assist with the hiring, training and supervision of youth and adult sports officials. Assist with the organization, implementation and supervision of youth and adult sports programs.

DISTINGUISHING CHARACTERISTICS

This position is a journey level position in the recreation assistant series and is distinguished from the Recreation Coordinator by the performance of the less complex activities. Incumbents are expected to be able to perform assigned duties with only occasional instruction or assistance within a relatively short period of time.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Recreation Coordinators. May exercise functional and technical supervision over temporary/part-time employees and volunteers.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Schedule officials for youth and adult sports programs. Assist in hiring, training, supervising and evaluating sports officials. Assist in the organization, implementation and supervision of adult and youth sports programs, including leagues and tournaments. Assist in the development, interpretation and evaluation of sports rules and procedures. Understand, interpret, monitor and update sports program expenditures. Respond to questions from the public concerning sports programs. Review and analyze program evaluation forms issued to participants. Monitor time sheets and process claim payments. Coordinate and oversee volunteer coaches. Prepare program correspondence and advertising copy. Deliver sports equipment to sites throughout the city. Organize sports equipment storage areas. Assist with the development of the sports officials program budget. May directly supervise Recreation Center facility or other facilities as needed. May post and receive registration for sports programs. May assist with playing field preparation. Promote and maintain safety in the work place. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, and assemble games, toys and other small pieces of recreation equipment as required. Vision sufficient to detect and distinguish between different colors, read fine print and visual display terminals; hearing sufficient to conduct conversations occasionally over the noise from groups of people, in-person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical agility to push/pull, squat, leap, jump, run for short distances, twist, turn bend stoop, and reach overhead; physical mobility sufficient to move about the work environment, control a group of young children, walk on uneven surfaces; physical strength to lift 20 lbs. from the floor and occasionally up to 50 pounds, of boxes containing equipment and recreation materials; physical stamina sufficient to stand, walk and/or sit for prolonged periods of time; mental acuity to collect interpret and analyze data, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

CITY OF SALINAS
SPORTS PROGRAM ASSISTANT (continued)

WORKING CONDITIONS

Working conditions may vary from day-to-day but will include working in an office environment, indoor recreation facilities, working outdoors in sun, heat, fog and rain, at night and on weekends and some holidays. Subject sitting in an office environment for prolonged time. Occasionally subjected to long periods of standing and walking outdoors, indoors and occasional exposure to the outdoor elements in a park or recreational environment.

QUALIFICATIONS

Knowledge of:

Parks and Community Services Department rules and regulations. Working knowledge of the rules and equipment related to softball and basketball. Some knowledge of the rules and equipment related to volleyball, soccer, flag football and youth baseball.

Ability to:

Effectively organize and coordinate large numbers of people and multiple events. Train, coordinate and direct assigned staff. Express initiative and patience in encouraging participation. Understand, interpret, apply and enforce sports program rules and policies. Communicate effectively, both orally and in writing. Perform basic mathematical calculations. Establish and maintain effective working relationships with a wide variety of individuals. Respond calmly and effectively to emergency situations. Willingness to work irregular hours, including evenings and weekends.

Skills to:

Deal with problems using understanding, tact and patience. Organize games. Operation of a personal computer with proficiency using word processing and spreadsheet programs.

License or Certificate:

Possession of a valid California Driver's License. Possession of a First Aid and CPR certificate within six (6) months of appointment.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to sixty (60) college units from an accredited college or university with major coursework in Recreation Administration or closely related field and one (1) year experience **OR** high school diploma or equivalent and (3) three years of experience in planning, organizing and implementing recreation and/or sports programs.

Reviewed, Jim Bia
Department Director

Approved, [Signature]
Human Resources Officer

Approval Date 2-29-2016