

# South Jordan City

## Job Description

**Title:** Recreation Aide  
**Org Code:** 100240  
**Pay Grade:** S-4

**Effective Date:** 1/27/2016  
**FLSA:** Non Exempt  
**Workers Comp:** Municipal

**This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.**

### GENERAL PURPOSE

Record game scores, player statistics, track team line ups, answer rule questions and referee for both youth and adult sport leagues. Communicate activity information to parents, coaches, and participants as needed. Assist in other recreational duties such as youth programs and camps, and concession operation.

### SUPERVISOR

Program Coordinator

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s supervisor.

Job attendance is required, except for authorized.

Referee, keep score, and track statistics for youth and adult sports through consistent application of established league rules.

Assist in game day preparations.

Monitor parent, coach, participant and team conduct; assist Recreation Coordinators with rule violations and questions.

Promote good sportsmanship and skill development.

Help with event concessions performing the following duties: tracking inventory, cleaning, handling money transactions, and handling basic food preparation.

Assist with the implementation of the summer promotion campaign. Set up event administration and take down. Promote city facilities, programs, and healthy lifestyles.

Strictly and tactfully enforce rules, regulations, polices, and ordinances governing the conduct of patrons using the Ice Rink. Keep skates clean and in good condition and sharpen as needed. Respond to accidents or situations on or off the ice and provide first aid, CPR, and/or other necessary assistance. Participate in the record keeping of accidents and incidents. Maintain the cleanliness of the Warming Hut and surrounding Plaza and remove all hazards. Report unsafe conditions to the appropriate personnel in a timely manner.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

No education or experience required.

2. Special Qualifications:

Must be at least 16 years old

Valid Utah Class D Driver's License (necessary to drive City vehicles, must be at least 18 years old).

CPR/First Aid (Can be trained after hire)

Official Umpiring Certification (Can be trained after hire)

Food Handler's Permit (Can be trained after hire)

3. Knowledge, Skills and Abilities:

Basic understanding of sport rules and statistic notation (additional training will be provided). Ability to maintain control of teams, resolves conflicts, works well with others, and be punctual. Must have great attitude and great customer service skills.

4. Working Conditions:

Incumbent of the position generally performs in an outdoor environment. Non-traditional working hours are required. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Periodic exposure to weather extremes.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Part Time</b>	<b>EEO-4 Class:</b>	<b>Serv/Maint</b>
<b>Location:</b>	<b>Community Services Programs</b>	<b>EEOP Class:</b>	<b>Serv/Maint</b>
<b>Group/BU:</b>	<b>Part-time Pay Plan</b>	<b>Tech-Net Match:</b>	