



# Recreation Aide

<b>Salary:</b>	\$9.31/hour	<b>Opening Date:</b>	5/22/2019
<b>Status:</b>	Part-time	<b>Closing Date:</b>	6/30/2019
<b>Work Hours:</b>	Varies	<b>Department:</b>	Admin Services
<b>Work Location:</b>	South Jordan City Fitness Center	<b>Supervisor:</b>	Program Coordinator

**Special Notes:** *Emphasis on food services/concessions operations with afternoon/evening availability during the week, and all day Friday and Saturday through the summer*

## THE 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.

## MINIMUM QUALIFICATIONS

- Must be at least 16 years old
- CPR/First Aid (required six months after hire date)
- Food Handler's Permit (required 90 days after hire date)

## 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.

## BENEFITS

- Fitness Center Membership

**NOTE:** Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at [jobs.sjc.utah.gov](http://jobs.sjc.utah.gov). A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

*It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability*

# South Jordan City

## Job Description

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

**Effective Date:** 6/7/18  
**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 or Special Events 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 Program 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.

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 (required six months after hire date)

Food Handler's Permit (required 90 days after hire date)

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>	