

South Jordan City

Job Description

Title: Recreation Aide III
Org: 100240
Pay Grade: S-5 w/5% increase

Effective Date: 10.15.2020
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. Provides advanced assistance in recreation duties, can work independently with little direct supervision and is cross-trained.

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.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

At least six (6) months experience as a Recreation Aide II with South Jordan City.

2. Special Qualifications:

Must be at least 18 years old

Valid Utah Class D Driver’s License

Maintain all Level II requirements

Experienced and proficient enough to be a site supervisor and trainer in the following areas:

- Soccer
- Tennis
- Race Series
- Concessions
- Softball
- Pickleball

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

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