

SPORTS COACH / REFEREE / SCOREKEEPER
Part-Time / Non-Benefitted / \$11.0000 - \$14.6830 Hourly

Class specifications are intended to present a descriptive list of the range of duties performed by Employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

The Coach/Referee/Scorekeepers are responsible for assisting in the coordination and implementation of Recreation and Community Service activities and /or programs; teach the basic fundamentals of basketball to children of all ages, while also teaching good sportsmanship; keep score and operate a score clock. Referee and other duties will be assigned.

SUPERVISION RECEIVED AND EXERCISED

The Coach/Referee/Scorekeeper receives supervision from the Recreation Manager.

ESSENTIAL FUNCTIONS: *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Teach basic offense skills, what fouls are, how to shoot and how to dribble
- Teach youth good sportsmanship
- Conduct practice with team
- Attend regular staff meetings, coaches and officials clinics
- Ensures that department personnel policies and procedures are followed and notifies supervisor if witness to overt acts contrary to the department's policies
- May perform and/or assist in administering minor first aid to patrons
- completes incident and accident report as required
- Hold weekly scrimmages
- Monitor team on game day
- Keep score at table
- Officiate basketball games
- Operate score clock
- Operates standard office equipment such as copy machine, typewriter and multi-line telephones
- Performs other related duties as assigned

QUALIFICATIONS

Ability and Skill to:

- Work with different age levels
- Follow oral and written instructions
- Prepare written reports related to facility operations
- Evaluate emergency situations and act decisively and effectively to resolve the situation
- Work cooperatively with the public and employees in an enthusiastic and constructive manner
- Work effectively within a public services organization

Knowledge of:

- Basic knowledge of Parks and Recreation activities

EDUCATION AND TRAINING REQUIRED

Any combination of experience and education/training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Must be currently enrolled in or graduated from an educational institute working toward a high school diploma or G.E.D. equivalent
- Must be at least eighteen (18) years of age

Experience:

Prior experience in dealing effectively with youth programs is highly desirable. Previous work experience in a recreational environment is also highly desirable. Knowledge and skills in the sport of basketball and football is also highly desirable.

Licenses & Certificates:

- Current Standard First Aid certificate (must obtain within 30 days of hire)
- Current Community CPR certificate (must obtain within 30 days of hire)
- Possession of a valid California Driver's License

Fitness requirement:

- Must be able to participate in physical activities with participant and the community groups that the coach or referee is assigned to officiate or monitor.
- Stooping, bending, jumping, running, lifting 10-30lbs, running and standing for periods of time longer than 45 minutes.
- Must be mentally capable and mature in dealing with the various group sports which at time the coach or referee is exposed to: angry parents or participants, upset or sad team members due to the nature and dynamics of team and individual sports and activities.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee's Signature

Date

Supervisor's signature

Date