

City of Fenton Job Description

Job Title Recreation Associate III – Field Manager
Department: Parks and Recreation
Reports to: Recreation Supervisor – Adult and Youth Sports/Rentals
Description Date: March 2021
Pay Grade: Level 3 (\$14.46/\$17.36/\$20.25)
Status: Occasional or Seasonal Worker/Non-Exempt

Summary

Performs duties as assigned under the direction of the Recreation Supervisor – Adult and Youth Sports/Rentals. This position assists overall supervision of the facility, including the set up and tear down of league games, ensuring all games start and finish on time by ensuring all officials are on the correct fields, updating league scores and standings, and the ensuring cleanliness of the facility while overseeing the league games.

Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist the Recreation Supervisor with the overall supervision of the City Park Ballfields and/or Fenton Sports Complex, as assigned.
- Opens and closes the facility.
- Handles all emergency situations while completing all required paperwork.
- Acts as safety lead during any emergency situation.
- Assists with customer inquiries regarding the facility, programs, etc.
- Assist in maintaining cleanliness of the facility/playing area, concessions stand and restroom areas.
- Ability to answer questions and provide direction for guests and program officials.
- Handles public relations situations in the proper manner; works directly with the participants in a professional, courteous and friendly manner.
- Inspects facilities for dangerous situations, objects, and equipment needing repairs or replacement.
- Promptly reports all accidents, incidents, and concerns to the supervisor.
- Prevents accidents before they happen by using good judgment and listening to complaints or suggestions.
- Assists and enforces the rules, regulations, and safety of all participants.
- Picks up trash around the fields and restrooms.
- Observes necessary precautions to ensure safety of participants.
- Other related duties as assigned.

Supervisory Duties

Assists the Recreation Supervisor in general supervision of assigned staff including, but not limited to Sports Score Keepers, Park Concession Stand Attendants, Youth Sports Officials, and Softball Umpires. All supervisory responsibilities are performed in accordance with organizational policies and applicable laws.

Education and Experience Required

Some High School or working towards High School Diploma or equivalent. Two (2) years of experience in respective sport preferred. Must be able to obtain and retain a Basic First Aid and CPR/AED certification. Requires a thorough working knowledge of the specific recreation program operation and procedures.

Knowledge and Abilities

Knowledge of:

- Customer service philosophies and practices;
- Methods and principles in managing groups of children, teens, and adults;

Ability to:

- Handle minor disciplinary situations;
- Work with city staff and groups of all ages and various ethnic backgrounds;
- Work safely without presenting a direct threat to self or others;
- Produce written documents in the English language;
- Handle situations effectively that arise before, during and after events; and
- Demonstrate professional public relations skills, effective interpersonal and communication skills.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.

Physical Requirements

Regularly required to stand, walk, reach with hands/arms, climb or balance, and stoop, kneel, crouch or crawl. Requires clarity of vision and three-dimensional vision. Regularly required to lift and carry up to 25 pounds; occasionally required to lift and/or move up to 50 pounds.

This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Signature

Date