

City of Fenton  
Job Description

**Job Title** Recreation Associate III – Adult Sports Official  
**Department:** Public Works  
**Reports to:** Recreation Supervisor – Sports/Rentals  
**Description Date:** November 2022  
**Pay Grade:** Level 3 (\$14.46/\$17.30/\$20.25)  
**Status** Occasional or Seasonal Worker/Non-Exempt

### Summary

Performs duties as assigned under the direction of the Recreation Supervisor – Sports/ Rentals or Field Manager, as assigned. This position is responsible for officiating all adult sports league games and set up.

**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.**

- Understands and implements rules of assigned sport(s), i.e., Adult Kickball and Wiffleball.
- Starts and ends games according to the schedule.
- Examines safety of equipment and playing area.
- Supervises and controls the general conduct of all participants in the game.
- Puts away related sports equipment.
- Handles public relations situations in the proper manner.
- Works directly with the participants in a professional, courteous and friendly manner.
- Enforces all rules and safety practices.
- Inspects facilities for dangerous situations, objects, and equipment needing repairs or replacement.
- Assists and enforces the rules, regulations, and safety of all participants.
- 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.
- Ability to work evenings and weekends.
- Other related duties as assigned.

### Supervisory Duties

No supervisory duties assigned.

### Education and Experience Required

Any combination of acceptable education and experience providing the knowledge, skills, and abilities required. Must be able to obtain and retain a Basic First Aid and CPR/AED certification. Two (2) years of experience in respective sport is preferred. Requires a thorough working knowledge of the specific recreation program operation and procedures.

### Knowledge and Abilities

Knowledge of:

- Playing rules and regulations;
- Safety guidelines;

Ability to:

- Apply and enforce playing rules;
- Exercise strong initiative and significant independent decision making;
- Work with City staff and groups of all ages and various backgrounds;
- Work safely without presenting a direct threat to self or others;
- Communicate effectively in both verbal and written form;
- 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.

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**Employee Signature**

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**Date**