



POSITION DESCRIPTION

Title: Sports Official
Type: Temporary
Pay Range: Sports Officials

Department: Parks & Recreation
FLSA Status: Non-Exempt
Revised: 04/2019

DEFINITION

Umpire/referee a variety of child, youth, teen, and adult sports activities including but not limited to, soccer, softball, dodgeball, and basketball.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Recreation Supervisor(s), or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to:

- Enforce the rules of play on the field/court during games.
- Make calls and instruct players on the rules of games.
- Provide communication to and from coaches, participants, and spectators.
- Maintain a safe and positive playing environment.
- Complete required reports and records.
- Notify Recreation Supervisor of any problems or concerns regarding facilities, equipment, participants, coaches, or spectators.

QUALIFICATIONS

Knowledge of:

- Designated sport and department rules.
- Occupational hazards and standard safety precautions.

Ability to:

- Provide a positive role model for children and other members of the community.
- Understand and carry out written and oral instructions.
- Establish and maintain effective working relationships with all those contacted in the course of work.
- Supervise and maintain control of the games.
- Effectively communicate the principles of good sportsmanship.

- Work with groups and lead and instruct.
- Work an irregular schedule including, evenings, weekends, and holidays.
- Enforce Town and department-established rules and regulations, including workplace safety regulations.

Experience and Training:

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

Education:

Equivalent to completion of twelfth grade is required.

Experience:

- Strong background in the specific sport is required.
- One year of referee or umpire experience is preferred.
- One year of experience in recreational/child related activities and programs is desirable.

Licenses:

A valid State of California Class C Driver’s License is preferred, however not required.

TOOLS AND EQUIPMENT USED

Sports equipment and materials associated with the particular sport; personal computer, phone, and general office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, stand, and talk or hear. The employee is occasionally required to use hands to finger, handle, grasp, squeeze, or feel objects, tools or controls; and frequently required to reach above to below their shoulders. The employee is frequently required to stoop, squat, kneel, twist, crouch, or crawl and occasionally required to climb.

The employee is occasionally required to lift, carry, push, or pull up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to outside weather conditions, which may include extreme hot, cold, windy, and other seasonal conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is moderately noisy while inside and when outside in the field.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Received and Reviewed by: _____
Employee Signature Date