



## Job Description

### Athletic Assistant

Pay Grade: G02

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**Employment Status:** Part-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum one (1) year of experience in recreation or related activities experience.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Department:** Recreation.

**Direct Supervisor:** Athletic Coordinator.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting and occasionally outdoors.

**Certification:** Valid State of Florida driver's license, First Aid/CPR (within 12 months of hire).

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**Job Summary:** General work related to field set-up and operation. Assists in coordinating all aspects of recreation youth and adult sports leagues.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- Assist with the organization of community events, youth, and adult sports leagues, which include delivering sponsor plaques.
- Perform heavy manual labor such as: lifting (moving soccer goals), hauling (mounds to/from field), etc.
- Perform preventive maintenance of fields.
- Drive vehicles and operates light equipment (blowers pressure washer, golf cart).
- Perform repairs to benches, bleachers, sunshade, and soccer goals.
- Landscape maintenance- keep drains free of debris.
- Answer service-related questions posed by customer or provide customer with contact number through which the desired information may be obtained.
- Serve as liaison with parents of children in youth sports programs.
- Register participants in programs.
- Perform various office related skills using a computer.
- Assist working the front counter as needed and provide good customer service.
- Perform other job duties as assigned.

#### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Fundamentals of recreation, types of material, equipment and facilities needed to carry out planned programs and activities.
- Team scheduling and sport event organization.
- City's functions, policies, and procedures.



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#### Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Planning, organizing, and implementing special activities.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

#### Abilities

- Input and retrieve information from a computer.
- Maintain records and prepare oral and written reports.
- Perform administrative duties.
- Instruct a variety of individuals of all ages in recreational activities.
- Work effectively with difficult individuals and various age groups in specialty areas.
- Plan, organize, and supervise recreational activities.
- Work special events as required.

#### Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Climbing: Ascending or descending ladders, stairs, ramps, and other luke, using feet and legs and/
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling or hands and arms. Body agility is emphasized.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force to thrust forward, downward, or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.



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- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting to be heard above ambient noise level.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date