

CITY OF BOWLING GREEN, KENTUCKY
POSITION DESCRIPTION

TITLE: ATHLETICS STAFF ASSISTANT II

DATE: NOVEMBER 2003

PURPOSE OF POSITION

The purpose of this position is to provide support to the assigned athletics/recreational area. Duties and responsibilities may include but are not limited to supervising or leading assigned personnel, teaching classes, providing customer service, assisting with sports events/activities, preparing and maintaining sports facilities, monitoring patrons, or leading recreational activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises or leads assigned personnel, including training, and assigning and monitoring work.
- Plans and instructs classes in fitness programs such as aerobics; interacts with patrons to ensure proper placement and customer satisfaction.
- Assists with training/instruction in competitive swimming programs; assists with placement of students.
- Maintains records of individual participation and advises participants of progress in goal achievement.
- Coordinates and schedules sports league; collects entry fees and oversees execution of schedules; referees and/or keeps score as required.
- Maintains fitness equipment and facility area of responsibility in compliance with set standards and in accordance with safety regulations.
- Performs routine clerical tasks such as data entry, reconciling fees received, filling out forms, telephoning, and photocopying.
- Maintains playing turf and prepares ball fields for games; maintains facility restrooms as required.
- Monitors patrons to ensure compliance with departmental rules and regulations; provides patrons with rules and regulations as required.

ADDITIONAL JOB FUNCTIONS

- Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High School diploma or GED required, with six months to one year of experience in the assigned area. May require certification in First Aid, CPR, and/or other certification specific to the area of specialization.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure, and/or sort data and information.
- Ability to advise on and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to utilize descriptive data and information, such as regulations, correspondence, or general operating manual.

MATHEMATICAL ABILITY

- Ability to add, subtract, measure, multiply and divide.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

PHYSICAL REQUIREMENTS

- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments. Ability to handle, load and unload, and move and guide materials using simple tools.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as demonstrating aerobic routines and moves or demonstrating swimming form.

- Ability to exert mildly heavy physical effort in light to moderate work involving climbing and balancing. Ability to handle, finger, and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.

ENVIRONMENTAL ADAPTABILITY

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable conditions.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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