

CITY OF BOWLING GREEN, KENTUCKY
POSITION DESCRIPTION

TITLE: ATHLETICS STAFF ASSISTANT I

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 teaching classes, providing customer service, assisting with sports events/activities, working concessions, monitoring patrons, and/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.

- Provides customer service for assigned area; answers questions for patrons, ensures timely execution of activities, and assists with procurement of desired sporting equipment and materials.
- Assists with operation of the golf shop, including waiting on customers, ringing up sales, answering telephone, stocking and displaying merchandise, and maintaining and renting out golf carts.
- Assists patrons with food orders; prepares food in compliance with sanitation regulations, and rings up sales; cleans facility to specifications.
- Assists with training/instruction in competitive swimming program; assists with placement of students.
- Plans and leads recreational activities for children; assists with maintenance of camp/recreational area.
- Assists with care of children, including serving meals/snacks, assisting with personal hygiene, and administering first aid as needed.
- Monitors patrons to ensure compliance with departmental rules and regulations; provides patrons with rules and regulations as required.
- Provides assistance with the planning and implementation of special events and/or projects as directed.

- Keeps score for assigned sporting games.
- Performs routine office duties such as closing out register, preparing bank deposit, or filling out forms; monitors daily weather reports.
- Attends staff, parent, and/or other meetings as required for position.

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 three months of experience in the assigned area. May require certification in First Aid and CPR, and/or other certification specific to 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, and 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 slightly skilled movements such as operating register, driving golf cart, 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 moderately 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.