



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Team Sports Specialist***

Department: Parks & Recreation    Reports to: Recreation Program Manager    Pay Grade: H08  
Date Established: 3/2014    Date Revised: 12/2017    FLSA Status: Non-Exempt

#### **CLASSIFICATION SUMMARY**

The Recreation Team Sports Specialist directs adult and youth team sports activities for the Recreation Division of the City's Parks & Recreation Department. This job assists the Recreation Program Manager in organizing and administering adult and youth team sports activities.

The job assists in hiring and directing the work of part-time/seasonal employees including groundskeepers, game officials, and scorekeepers. The job registers program participants, maintains records of activities, schedules playing fields and venues, communicates with participants, attends events, and ensures fields are properly maintained for play. The job is regularly required to work evenings and weekends.

The job is supervised by the Recreation Program Manager and performs the duties of that job in that employee's absence.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment with outdoor weather conditions including extreme temperatures. The job is occasionally exposed to lawn care and field marking chemicals, light and medium equipment, power equipment, and noisy and/or loud equipment, which subjects the employee to mechanical hazards. The job requires operating light and medium equipment and power tools and operating vehicles.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Assists in the coordination and administration of adult and youth team sports activities for the Recreation Division of the City's Parks & Recreation Department. Registers participants, takes registration fees, and organizes teams and schedules for sports including, but not limited to, baseball, softball, basketball, football, and volleyball; organizations and schedules lessons, special events, tournaments and competitions.

Maintains team rosters, schedules, scores, records, and standings, including posting to and updating Division website. Assigns events to and schedules playing fields and venues, including coordinating with local school districts. Coordinates the rental of City sports fields and complexes for external leagues and tournaments.

Reconciles registration fees, prepares and makes daily bank deposit. Purchases equipment using City purchase card and reconciles purchases with monthly statement. Maintains records, documents, and logs. Prepares and presents periodic reports, as needed.

Assists in hiring, training, scheduling, and directing the work of part-time/seasonal employees including groundskeepers, game officials, and scorekeepers.

Ensures fields and venues are properly prepared for use, including performing grounds keeping and field marking duties. Operates light and medium equipment and hand and power grounds keeping and field marking tools, as needed.

Responds to public inquiries, comments, and requests for information in person and by telephone and/or email. Responds to and resolves public complaints.

Researches, applies for, and administers grants, including monitoring spending and preparing reports to ensure compliance.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Methods, techniques, and objectives of the operation of a youth and adult team sports recreational program;
- Department policies, procedures, and protocols;
- Customer service methods, techniques and objectives;
- Cash handling methods and techniques;
- Employee hiring, supervision, scheduling, training, and evaluation methods, techniques, and objectives;
- Methods, techniques, and objectives of grounds and field maintenance and marking;
- Methods, techniques, and objectives of equipment maintenance and repair;
- Safe operation of hand and power tools;
- Preparation and maintenance of documents, records, and logs;
- Operation of basic office equipment;
- Operation of a personal computer and job-related software applications;
- Federal (OSHA) regulations and City policies regarding safe work practices relating to use of equipment, power tools, and grounds keeping equipment.

#### **Skill and Ability to:**

- Coordinate and administer adult and youth team sports activities for the Recreation Division of the City's Parks & Recreation Department;
- Register participants, take registration fees, and organize teams and schedules for sports including, but not limited to, baseball, softball, basketball, football, and volleyball;
- Register participants, take registration fees, and organize and schedule individual sports and lessons and special events, tournaments, and competitions;
- Maintain team rosters, schedules, scores, records, and standings, including posting to and updating Division website;
- Assign events to and schedule playing fields and venues, including coordinating with local school districts;
- Assist in hiring, training, scheduling, and directing the work of part-time/seasonal employees including groundskeepers, game officials, and scorekeepers;
- Ensure fields and venues are properly prepared for use, including performing grounds keeping and field marking duties;
- Accept registration fees, reconcile daily receipts, and prepare bank deposit;
- Respond to public inquiries, comments, requests for information, and complaints in person and by telephone and/or email;
- Maintain records, documents, and logs;
- Prepare and present periodic reports, as needed;
- Publicize, market and provide information to the community about the programs;

- Research, apply for, and administer grants, including monitoring spending and preparing reports to ensure compliance;
- Operate light and medium equipment and hand and powered grounds keeping and field marking tools, as needed;
- Operate basic office equipment, including a personal computer and including job-related software applications;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED; and
- Bachelor's degree in related field is preferred;
- Idaho driver's license required;
- At least two (2) years of experience managing a recreation program is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, and bend. The job requires hand/finger dexterity to handle materials, manipulate tools, operate a computer, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.