

HUMAN RESOURCES



MARK R. JOHNSON
Mayor

CITY OF COVINGTON

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Recreation Facility Monitor – Part-Time

Position #: 435
Work Location: Various Locations
Reports To: Athletic Programs Supervisor
Rate of Pay: \$12.00 per hour
Part-Time, Non-exempt position. Maximum of 29 hours per week.

City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and customers.

General Job Description:

Provides a variety of duties relating to the day-to-day operations of seasonal recreation programs, and ensures that the City's recreational activities and special events are enjoyable and safe for participation. Responsible for the scorekeeping of adult and youth activities. Work often includes irregular hours which include afternoon and evenings, weekdays and weekends.

Essential Functions:

- Set up and clean up of activity site, including bathrooms, dugouts, gyms, fields, and other areas of facilities
- Monitor sporting events, including operation of game clock and scorekeeping devices
- Distribute and collect equipment, maintain inventory, and inspection of equipment (balls, sports uniforms, safety gear, etc.)
- Open and prepare facilities for use, and secure facilities upon completion of use
- Keep accurate required scorekeeping records using provided scoring systems and score books
- Have knowledge of sport rules and guidelines to ensure they are being enforced by officials and players
- Communicate with officials/referees regarding any game situations and/or player eligibility matters
- Enforce player roster
- Provide excellent customer service at all times, serving as a visible, onsite representative of the City's Recreation Department

Qualifications:

- Must be at least 16 years old with reliable transportation to and from facilities
- CPR and First Aid Certification is preferred
- Basic verbal and communication skills
- Ability to work with little to no supervision

- General knowledge of recreational sports

PHYSICAL REQUIREMENTS (WITH OR WITHOUT ACCOMODATION):

- Frequent moderate lifting up to 40 pounds
- Carrying, standing and/or sitting for long periods of time
- Bending, stooping, and reaching for periods of time
- Ability to climb a 6 foot ladder

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.