

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Seasonal Sports Staff

POSITION CONTROL NUMBER: Various

FLSA STATUS: N

POSITION DESCRIPTION

Supervises youth and adult sports programs at various facilities within Shawnee County. Works with minimum supervision and interacts in a professional and courteous manner with Shawnee County Parks & Recreation (SCPR) patrons. Acts as a lead staff member at SCPR facilities during sports leagues, practices, and tournaments. Works in one of three roles depending on the division's needs. Performs other duties as assigned. This position is supervised by an Intermittent Seasonal Sports Manager.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions are limited to working only the parks season (February to October) and may not exceed 1,100 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management's discretion.

WORK PERFORMED.

50% Maintains Sports Sites. Coordinates and directs staff onsite, demonstrates customer service, monitors county facilities, solves problems and completes daily duties as assigned. Reports any issues to supervisors. Works as scorekeeper for the various sports offered. Monitors bathrooms and cleans bathrooms when needed. Assists with getting a facility ready for league play. Operate Scoreboards on sports facilities. Fills/delivers/refills team water jugs daily. Cleans equipment and water jugs daily. Performs any necessary field prep. Sets up/operates/stores scoreboard when needed. Reports issues and concerns to seasonal manager. Wears proper SCPR apparel at all times on duty.

30% Customer Service. Demonstrates customer service and professional attitude at all times. Possesses a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence. Maintains constant communication with fellow staff members, patrons, coaches and referees/umpires. Provides customer service by responding to requests from the general public, providing information, and directing customers to appropriate individuals.

10% Information Gathering. Uses a computer, handles cash and counts change, follows Shawnee County Cash Policy and Procedure, and completes daily duties as assigned.

10% Other Duties as Assigned.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Various Sports Leagues and Events that Shawnee County Parks + Recreation offers
- SCPR Sports Division Chain of Command
- Computer software and divisional programs
- County Sports facilities and surrounding amenities
- Proper use on various sports equipment not limited to the following: Pitching Machines, Sports Facilities Lighting systems, Scoreboards
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

Ability to:

- Establish and maintain effective working relationships with other employees and the public
- Make simple arithmetic calculations
- Use computer software programs and divisional software
- Communicate effectively, both orally and in writing, using the English language
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations
- Follow oral and written instruction
- Operate various office equipment
- Make change accurately and complete daily cash reports

Skill in:

- Strong decision making and analytical abilities.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting-50 lbs.		X			Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting-50 lbs.		X			Twisting		X			Cramped Body Position		X		
Pushing/Pulling		X			Squatting		X			Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing		X			LEGS/FEET					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying		X			Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking				X	Jumping		X			In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-50 lbs.		X			Temperature and Humidity		X		

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EQUIPMENT USED

Personal Computer
Printer

Telephone
Office Furniture

Misc. Office Equipment
Misc. Sports Equipment

MINIMUM QUALIFICATIONS

Sixteen (16) years of age.

If 18 years old or above, must have a valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to lift fifty (50) pounds.

Will be required to work weekends, nights and some holiday weekends.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions are limited to working only the parks season (February to October) and may not exceed 1,100 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management's discretion.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 01/21

Revision History: 02/21