



JOB TITLE: Recreation Associate
MINISTRY: Recreation
SUPERVISOR: Athletics Manager
FLSA STATUS: Seasonal Part-time / Hourly / Non-Exempt
WORK HOURS: Primarily Saturdays during sporting season

POSITION SUMMARY: Assist Recreation Staff through the Soccer Season, Spring 2023. Associate will assist with preparation for the season and be present during Saturday soccer games assisting as needed under the direction of the Athletics Manager. Candidates for this role will have a passion for youth athletics and the role that recreation plays in community. The Recreation Associate will interact with children and the many family participants in a way that enables others to see God’s love reflected and lived out in recreational programming.

Season 2023 – Rec Associates and Referees will be available on Saturdays throughout the full Soccer season. Soccer season begins March 25 and runs thru May 13th. (exception: 4/8)
Must be able to arrive by 7am on game day and work until 12pm or 3pm, dependent on shift.

DUTIES/RESPONSIBILITIES

PRIOR TO SEASON COMMENCEMENT

- Assist with sorting registrations, building rosters and inputting registrants into church communications systems.
- Aid in responding to calls and emails throughout the pre-season, season and post-season of Soccer.
- Assist with measuring and painting fields and field setup and tear down.
- Stay involved in games in a way that facilitates fun, sportsmanship and instruction is required.
- Inspect sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations.
- Keep track of event times, including elapsed time during game segments, starting or stopping play when necessary.
- Teach and explain the rules and regulations governing a specific sport, as needed.
- Maintain standards of play and to ensure that game rules are observed.
- Signal participants or other officials to make them aware of infractions or to otherwise regulate play or competition.
- Confer with other sporting officials, coaches, players, and facility managers in order to provide information, coordinate activities, and discuss problems.
- Handle complaints, settle disputes, and resolve grievances and conflicts.
- Compile scores and other athletic records.
- Advance notice of is required if refer will be absent.
- If a Saturday occurs in which there is a surplus of Refs, you may be asked to help with simple logistical aid, such as, but not limited in task to helping provide guests with directions to fields, handing out water, or subbing for other Referees, etc. (Rec Dept. will notify Refs of changes in advance if possible)

SUPERVISORY RESPONSIBILITIES

- N/A

POSITION QUALIFICATIONS

- Must be at least 14 years of age.
- Prior Soccer knowledge is not required for this role

CERTIFICATES, LICENSES, REGISTRATIONS

- None

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk and hear within normal range to communicate with players, coaches and others during the course of the sporting activity as well as to prepare and record relevant information. The employee is required to have good eye-hand coordination and manual dexterity; must be physically fit; able to move one's whole body, such as climbing, lifting, balancing, walking, running, stooping, and handling of materials. Referees that officiate children's sports activities must enjoy interacting with children and be able to move quickly to ensure their safety at all times; may require lifting 25+ pounds. Must be able to lift/carry soccer equipment and stand/walk for long periods of time.

While performing the duties of this job, the employee may work in either indoor or outdoor environments consistent with the sporting activity, including gymnasiums and outdoor sports fields. Outdoor settings include exposure to varying weather conditions and potentially high heat and high UV ray environments. Exposure to communicable diseases is a factor, especially when officiating children's sporting activities.

ACKNOWLEDGEMENT AND AGREEMENT: Please sign below in receipt and acknowledgment of the above job description. Essential functions of the job described may be subject to change at any time due to reasonable accommodation or other reasons.