

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Part-Time Athletics Specialist I

Department: Recreation, Parks, Historic and Cultural Affairs

Pay Range: \$11-\$13 / Hourly

Job Status: Part Time, Evenings and Weekends

JOB SUMMARY

The Athletic Specialist I is responsible for assisting athletic programs/activities taking place in the evenings and weekends. General duties include field/facility set-up and take down, unlocking/locking of restrooms, locking/unlocking field entrances, turning on/off field lights and scoreboards for scheduled activities, providing proper equipment for athletics fields/facilities, opening/closing athletic buildings with/without alarms and monitoring/assisting coaches, umpires, players and parents during the course of scheduled activities. Employee must exercise considerable tact and courtesy in frequent contact with the general public.

ESSENTIAL JOB FUNCTIONS

- Open/Close facilities, athletic fields, gyms, restrooms and storage rooms with the use of keys and/or door codes.
- Operate lighting and scoreboard systems by various means (keys, codes, or breakers).
- Operate facility alarm systems for proper opening and closing of locations.
- Set up needed materials, goals, equipment, and other items for programs/activities.
- Complete, understand and interpret various schedules, calendars, attendance records, incident/accident reports and other documents.
- Serves as liaison between coaches, staff members, officials and the public or other individuals or organizations for the distribution and receipt of routine information; Conveys information to appropriate department personnel.
- Assist is notifying participants/coaches of scheduled programs or changes in programs.
- Greets visitors, directs visitors to appropriate locations, records/relays messages and responds to requests for service/assistance.

- Performs customer service functions in person or by telephone; provides information or assistance regarding department/division services, activities, fees, or other issues; receives and/or disseminates forms/documentation; responds to routine questions/complaints, and refers complaints/problems to appropriate personnel.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors environment for individuals safety; initiates any actions necessary to correct deviations or violations.
- Operates a personal telephone, general office equipment, or other equipment as necessary to complete essential functions, e-mail, Internet, or other computer programs or Apps.
- Communicates with supervisor, employees, volunteers, contractors, vendors, customers, the public, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains confidentiality of departmental documentation and issues.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

No work experience is required for this entry-level position. Experience or education is preferred, which provides the necessary knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Driver's license preferred

Special Requirements:

- None.

Knowledge, Skills and Abilities:

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to read, review, prioritize, and analyze a master field schedule. Includes determining when to complete needed tasks at multiple locations.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to exercise independent judgment to apply facts and principles to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations when needed.

PHYSICAL DEMANDS

The work requires the ability to exert some physical effort, which may involve lifting, carrying, pushing and/or pulling of objects and materials 5-50 pounds in weight. Tasks may require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to outside environmental and weather conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.