



JOB DESCRIPTION

TITLE: Recreation Worker
DEPARTMENT: Recreation
FLSA: Non-Exempt
EEO DESIGNATION: Service Maintenance
REVISION DATE: 08/19/2021

Position	Grade	Job function	Hiring pay range
Recreation Worker I	5	Official, Referee, Score-keeper, Umpire (less than one year of experience)	\$9.23 to \$11.99
Recreation Worker II	7	Official, Referee, Score-keeper, Umpire (more than one year of experience)	\$11.16 to \$14.50
Recreation Worker III	10	Site Supervisor/Umpire/Referee for adult programs	\$14.86 to \$19.30
Recreation Worker IV	14	Instructor (Certification or specialized training)	\$21.76 to \$28.25
Recreation Worker V	16	Instructor (Certification or specialized training plus more than 5 years of experience)	\$26.32 to \$34.18

POSITION SUMMARY

Under the direction of the Recreation Manager, the employee may be assigned to one or more of the following categories: Official, Referee, Umpire, Score-keeper, Site Supervisor, or Instructor.

ESSENTIAL FUNCTIONS:

Official, Referee, Umpire, Score-keeper

- Ensure guidelines, rules and sportsmanship are enforced.
- Officiate assigned games for leagues and tournament play.
- Assist in field and/or court set-up and take down.
- Conduct safety and related inspections.
- Report any field and/or court problems to Recreation Manager.
- Report any problems with coaches, players, parents or spectators to Recreation Manager.
- Ensure safety of staff, participants and citizens.
- Performs other duties as assigned.

Site Supervisor

- Dispense rosters and materials for participants, coaches and instructors of each sport/activity.
- Assist in organizing participants into teams for each sport/activity.
- Assist with set-up and provide schedules for coaches of each team sport/activity.
- Assist in distributing equipment. Transport equipment in a city vehicle.
- Organize and set up facilities when necessary for practice and game or activity.
- Supervise and assure that schedules are followed accurately during league play or activity.
- Ensure guidelines, rules and sportsmanship are maintained.
- Report any problems with coaches, participants, spectators or parents to the Recreation Manager.
- Report any field/facility problems to the Recreation Manager.



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- Assist in coordinating, supervising, and assigning officials.
- Performs other duties as assigned.

Instructor

- Plan and organize designated activities and/or classes.
- Teach lessons or activities as designated.
- Demonstrate specific skills, teaching techniques and procedures for each scheduled class or activity.
- Prepare and complete all records and reports regarding facility needs, participation in programs and facility usage.
- Inventory activity equipment and supplies.
- Comply with all Draper City policies and procedures.
- Other duties as assigned.

Cross Country Coach/Supervisor

- Responsible for training and preparing youth Cross Country.
- Attend all scheduled program practice and meets.
- Work under direct supervision of the recreation manager in planning local program dates and meets for the upcoming season.
- Must be able to work well with youth.
- Oversee set-up, take down and cleanup of program facility.
- Perform all duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Experience, education and certification may vary. At the discretion of the Recreation Manager, employees with no experience will be hired as Recreation Worker I. Employees with prior experience and/or certification will be hired at a higher level.
2. Officials, Referees and Umpires must be at least age 16; Score-keepers at least 16; Site Supervisors and Instructors must be at least 18. All employees must be able to pass a drug screen. Over age 18 must also submit to a criminal background check and have a valid Utah driver license.
3. Instructors must have knowledge and understanding of instruction techniques and design for designated sport or activity. A minimum of one year's experience in designated sport or activity is preferred. Some instructors may be required to have certification through a nationally recognized organization in order to teach.
4. Must be able to communicate effectively verbally and establish and maintain effective working relationships with employees and the public. Must be able to work independently.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

While performing the duties of these jobs, the employee is regularly required to stand, walk, sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up



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to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus. The noise level may range from low to very loud.

Some of the work may be performed outside and occasionally in inclement weather.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.