

**PLEASANT DALE PARK DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Youth Sports Instructor/Official

**DEPARTMENT:** Recreation

**SUPERVISION:** Reports to: Athletic Supervisor  
Responsible for: Does not directly supervise staff

**SUMMARY:**

The youth sports instructor/official is responsible for teaching and enforcing playing rules and sports policies with participants and spectators. Works directly with the public and is responsible for establishing a fun, educational, and safe environment for friendly competition. This position is a part time “at will” employee and may require night and weekend hours.

**QUALIFICATIONS:**

The ideal candidate will be at least 16 years old and have relevant experience and sport-specific knowledge. Excellent organizational skills and customer service skills with youth, parents, staff, and the community at large are a must.

The official should be CPR/AED and First Aid Certified or ability to acquire within 3 months of hire. Training will be provided.

**REQUIRED SKILLS:**

Ability to perform light physical work, lift and carry up to 50 pounds. Ability to stand, walk, run, sit, ride, reach, grasp, and perform body movements. Ability to talk in person and by telephone and two-way radio. Must have the ability to solve problems as they arise and be able to perform tasks without supervision.

**DUTIES & RESPONSIBILITIES:**

1. Read and understand league rules
2. Provide quality officiating during youth sport contests
3. Work at scheduled times and/or find an appropriate substitute when necessary
4. Develop a positive relationship with the participants, coaches, and parents and educate when necessary
5. Maintain appropriate level of control, fairness, and consistency in all game situations
6. Conduct games in an efficient fashion in the allotted time and on the day scheduled
7. Maintain a positive relationship with staff and co-workers
8. Work with League Supervisor to evaluate field/weather conditions
9. Assist with set-up/take-down of field/courts as needed
10. Ensure first-aid kits are present and fully stocked
11. Be prepared to properly handle in-game incidents, accidents, and injuries
12. Other duties as assigned

**PHYSICAL DEMANDS/WORK CONDITIONS:**

Prolonged hours at athletic events

Ability to work in an outdoor setting under extreme weather conditions including: heat, cold, wind, and rain

Some activities performed indoors, these conditions include lighting and temperature

Monitoring threatening and adverse weather conditions

Must be able to lift 50 pounds

**SAFETY ISSUES:**

Actively support the loss control program that will effectively control and reduce accidents.

Obey the practical safety rules, regulations and procedures established by the loss control program that is pertinent to the activities conducted.

Promptly report to the Safety Coordinator all accidents and injuries occurring within the course of employment, no matter how minor.

Promptly report to the Safety Coordinator all unsafe actions, practices or conditions observed.

Accident report must be filled out for each incident.

*The Organization will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.*