

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. As 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 reasonably be considered incidental in the performing of their duties as though they were included in this job description.

Site Leader- Recreation Assistant

Department: Public Services
Division: Recreation
Pay Grade: \$13.00 per hour
FLSA Status: Part- Time

ESSENTIAL FUNCTIONS

Duties may change as assigned include keeping score; site supervising; working in concession stand; cashiering; officiating games; educate youth and parents about the sport rules and COVID-19 precaution/restrictions; enforcing rules and policies; ensure safety and security of recreation participants and facility; answer inquiries and provide information to the public; perform general field and ground maintenance; other duties assigned.

MINIMUM QUALIFICATIONS

Knowledge and experience in one or more of the following Baseball/Softball, Basketball and Flag Football rules; experience in recreation programs and/ or some supervisory experience preferred. Certification by the American Red Cross in Basic First Aid and Cardiopulmonary Resuscitation (CPR) or American Heart Association CPR or ability to obtain such certification is required within six months of hire.

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass background check.

DRIVER LICENSE REPORT (MVR): Driver License Report (MVR) will be obtained by Human Resources Division if applicable.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com **until filled**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE
AA/EOE/ADAAA
February 24, 2021