

OGDEN CITY

JOB POSTING



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.

RECREATION ASSISTANT - SCOREKEEPER

DEPARTMENT: Public Services
DIVISION: Recreation
PAY GRADE: \$12.00 per hour
FLSA STATUS: Part- Time

EMPLOYMENT MINIMUM QUALIFICATIONS

- Knowledge and experience in Recreation programming or knowledge of sports: baseball, softball, basketball, flag football; some supervisory experience preferred, but not required.
- 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.
- Ability to work nights, weekends, and holidays as assigned.
- Must be a minimum of 15 years old.
- Must have reliable transportation.

ESSENTIAL FUNCTIONS

- Duties may change as assigned including keeping score for various sports programs; responsible for keeping games on time; working in concession stand; cashiering; engaging with community members; educate youth and parents about the sport rules; enforcing rules and policies; ensure safety and security of recreation participants and facility; answer inquiries and provide information to the public.
- Monitors sport rosters, fouls and time-outs for various recreation programs in accordance with sport/program rules.
- Performing general field and ground maintenance/ assist field and court set-up
- Attend all staff trainings as assigned.
- Other duties as assigned.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work may be performed indoors or outdoors with a variety of conditions, including excessive temperatures and inclement weather. Standing or sitting for prolonged periods of time.
- Job requirements include but are not limited to prolonged standing, walking, sitting, climbing, stooping, kneeling, and crawling
- Occasional lifting, moving, dragging, pushing, and carrying of heavy objects; up to fifty (50) pounds unassisted.
- Must have sufficient hearing, writing, and communication skills to perform the duties of the job.

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 28, 2023