

# 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 – SITE LEADER

**DEPARTMENT:** Public Services  
**DIVISION:** Recreation  
**PAY GRADE:** \$15.00 per hour  
**FLSA STATUS:** Part- Time

#### **EMPLOYMENT MINIMUM QUALIFICATIONS**

- Knowledge and experience in Recreation programming or knowledge of sports: baseball, softball, basketball, flag football; 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.
- Must be a minimum of 16 years old.
- Ability to work nights, weekends, and holidays as assigned.
- Must have reliable transportation.

#### **ESSENTIAL FUNCTIONS**

- Duties may change as assigned include keeping score; site supervising; officiating games; 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.
- Perform general field and ground maintenance/ assist field and/or court set-up.
- Handling any situations on-site that may arise such as protests, official no-shows, rule questions, inclement weather, emergencies, incidents, etc.; other duties assigned.
- Fill out proper forms and documentation during, before or after shift as directed to help with safety and risk management activities.
- Assist Recreation Supervisor with programs needs as directed.
- Attend all staff training 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](http://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**