



DATE	September 27, 2016
JOB CODE	
FLSA	
EEO	

JOB TITLE: Seasonal Athletic Attendant
DEPARTMENT/DIVISION: Parks and Recreation
REPORTS TO: Athletics Supervisor

SUMMARY: Responsible for monitoring all activities of all athletic league and sports events, providing program information and monitoring the facilities during programming. Job begins in November and will end in April.

ESSENTIAL JOB FUNCTIONS:

- Monitors all activities of Carrollton Athletics.
- Provides public information about recreational programs; registers people for athletic events; assists in maintaining registration filing system.
- Receives fees, registration forms, and rosters for leagues.
- Distributes equipment such as bases, balls, water coolers, and safety equipment; ensures proper use and return of equipment.
- Assists in resolving participant complaints by recording complaints and referring to appropriate source; settles disputes arising between participants.
- Completes discipline/injury report forms as needed; disciplines participants in accordance with policy guidelines. Handles initial protests and forward them on to the Athletic Coordinator.
- Secures the athletic complexes during use and closing times.
- Monitors athletic facilities and verifies field reservations with users.
- Notify appropriate on-call staff.
- Assists with weekend tournaments.
- Performs miscellaneous duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None

WORKING CONDITIONS:

- Operates standard office equipment such as typewriter, computer, cash register, copy machine, fax machine, sound system, etc
- Performs light custodial duties, sweeping, mopping, picking-up trash, etc.
- Sits for periods of time while performing daily duties such as recording results, checking schedules, etc.; stands, bends and walks for extended periods of time while distributing supplies, equipment and checking facilities.

Athletic Attendant

- Lifts and moves equipment such as tables, chairs, bleachers, balls, bases, water coolers, etc.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic PC skills and Microsoft applications.
- Communicates effectively verbally and in writing.
- Skilled in public/employee relations and problem solving, ability to make sound decisions quickly and efficiently.
- Learns recreation policies and procedures, and enforce them.
- Knowledge of basic mathematics.
- Knowledge of the basic rules for various sports. .
- Comprehends and follows written and verbal instructions.

PREFERENCES:

- None

MINIMUM QUALIFICATIONS:

- First Aid/CPR certified.
- Completed the 10th grade
- Minimum age of 16 years
- Six months customer service experience.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug screening
- Must pass criminal history check
- Must pass motor vehicle records check