

Position: Recreation Site Coordinator – SOCCER

Seasonal, Part-time

Contractual Employee

General Purpose:

Under the general supervision of the Parks and Recreation Department, officiates and supervises activities, sporting events and participants, coaches, spectators, parents and possibly officials.

The 2015 Season games will take place August 15-October 3, on Saturdays, 8am-2pm, Monday/Tuesday/Thursdays 5pm-8:30pm.

Essential Duties and Responsibilities: A sincere interest and enthusiasm for team sports and developing these skills in children.

- ◆ Must be at least 16 years old or older on or after 7/31/15
- ◆ Must have a valid driver's license.
- ◆ Knowledge of appropriate sports rules.
- ◆ Certification for specific sports is strongly encouraged but not required.
- ◆ Ability to maintain working relationship with staff and public.
- ◆ Experience working with children 5 – 14 years old.
- ◆ Current CPR and First Aid certification is highly preferable of this job.
- ◆ Dispense rosters, awards, materials for participants, coaches and instructors.
- ◆ May assist with distribution of equipment
- ◆ Organize and set up facilities when necessary
- ◆ Assure that all schedules are followed accurately
- ◆ Address citizens, players, coaches concerns and questions.
- ◆ Ensure safety of staff, participants and citizens
- ◆ May assist in coordinating, supervising and assigning officials

Supervision: Recreation site coordinators report to the Department of Parks and Recreation via the Director of Parks and Recreation.

Essential Functions:

- ◆ Maintain control of participants and games policies.
- ◆ Effectively officiate games and tournaments.
- ◆ Thoroughly complete accident, incident, and other reports as necessary.
- ◆ Enforce department policies and procedures.
- ◆ Properly set up and maintain assigned building site
- ◆ Must clean and properly store all game equipment

Marginal Functions:

- ◆ Attend all required meetings.
- ◆ **OFFICIALS MEETING – TBD**
- ◆ Assist Photographer on Picture Day
- ◆ Other duties as assigned

Psychological Considerations:

- ◆ Respond to problem situations in a mature manner and within the policies and procedures of the Department.
- ◆ Adjust teaching to meet needs of individual children.

Physiological Considerations:

- ◆ Lift and carry supplies up to 20 pounds.
- ◆ Running, stretching, jumping and other team sports related movements required.
- ◆ Preferably, must be able to be physically active to administer CPR and First Aid as necessary.

Environmental Considerations:

May be exposed to all weather conditions.

Salary Range: \$9-12/hour

**Apply by completing the Contractual Agreement and W-9 found @ www.mahometrecreation.com
Return or mail application materials to MPRD, 503 East Main, Mahomet, IL 61853 or fax to (217) 586-5696**