

CITY OF MIDDLETOWN RECREATION

PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Attendant

GENERAL DESCRIPTION OF POSITION:

Responsible for monitoring entrance(s) at any of our Recreational Facilities. Receives oral or written direction from appropriate Recreation Supervisor, or their designee.

Examples of Duties:

1. Enforces rules and regulations of the assigned areas.
2. Complete an accident report for any incidents.
3. Responsible for the collection of fees, if necessary.
4. Responsible for the daily recording of attendance in accordance with established rules (wristbands, bracelets, data entry).
5. Informs and restricts access to any area not permitted.
6. Reports any problems, unsafe conditions and/or disciplinary actions concerning participants, general public or facilities to the person in charge as specified above.
7. Addresses any unsafe behaviors.
8. Collects and returns all "Lost and Found" items to Recreation Office.
9. Responsible for the cleaning of assigned area.
10. Performs other duties as assigned by the person in charge as specified above.

DESIRABLE MINIMUM QUALIFICATIONS:

1. At least 16 years of age preferred.
2. First Aid Certified.

KNOWLEDGE, ABILITIES AND SKILLS:

Must be equipped to enforce regulations. Must be able to work with people of all ages and abilities, in accordance with staff manual.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

Revised 1.5.23

<p>CITY OF MIDDLETOWN RECREATION PART-TIME EMPLOYEE JOB DESCRIPTION</p>

POSITION TITLE: Carry All/Van Driver

GENERAL DESCRIPTION OF JOB:

Operates a passenger van to provide curb to curb transportation services for campers or staff to various camps and locations as required. Assures proper safe driving and regulations are followed at all times.

EXAMPLES OF DUTIES:

- Conduct daily pre-trip and post-trip inspections of the assigned vehicle, to ensure its safe operation and report any concerns to the manager immediately.
- Operate van to pick-up and transport campers to designations as assigned.
- Abide by all State of Connecticut and Federal Motor Vehicle laws
- Maintain cleanliness of van by sweeping and washing inside and outside of van as needed
- Keep windows clean and free from dirt
- Attend all scheduled training and safety meetings
- Performs other related duties, as assigned

DESIRABLE MINIMUM QUALIFICATIONS:

- Must hold a valid CDL driver's license, with "V" endorsements, issued by the State of Connecticut
- Must be at least 21 years of age at time of employment
- Must be able to pass pre-employment drug test and be involved in a random drug and alcohol pool
- Show proficiency in handling and maneuvering a passenger van according to company standards
- Ability to drive in adverse conditions: wind, rain, snow, heavy traffic, etc.
- Ability to deal with youth campers, staff, and the general public
- Must be able to promote a positive image of The City and Department through behavior, language and appearance
- High School Diploma or General Education Degree (GED)

- Ability to read and interpret documents such as maps and run sheets, safety procedures, operating and maintenance manuals. Have the ability to write up routine reports
- Ability to apply common sense understanding and carry out detailed written or oral instructions and to solve practical problems within the scope of the job.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear clearly and exchange information with other employees, residents, and the public. The employee is frequently required to sit, stand, walk, use hands to handle, or feel objects or controls and reach with hands and arms. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee will frequently repeat the same hand, arm and or finger motion many times over a day. Specific vision abilities required by the job include close vision, distance vision, color vision, and ability to adjust focus. The employee is occasionally required to stoop, kneel, or crouch. The employee may be required to lift and/or move up to 75 pounds.

Work Environment: While performing the duties of this job, the Van Driver occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on wet or slippery surfaces. The employee must be able to meet deadlines and interact with the public and other staff. The employee has the direct responsibility for the safety and well-being of others.

KNOWLEDGE, ABILITIES, AND SKILLS:

Must have ability to communicate with children, staff, parents, and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: INSTRUCTOR

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from Recreation Supervisor.
Oversees the total instruction of a program.

EXAMPLES OF DUTIES:

1. Supervises program.
2. Acts as a role model for participants by appearance, behavior and attitude, while representing this department and the City of Middletown.
3. Reports orally or in writing to Recreation Supervisor employee discipline or commendations.
4. Responsible for facilities and equipment assigned to the program.
5. Adheres to Recreation Department policies and procedures and City ordinances.
6. Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to Recreation Supervisor.
7. Must have approval from Recreation Supervisor for any purchases.
8. Submits recommendations for equipment purchases for future years.
9. Responsible for reviewing accident reports and makes sure accident report procedures are thoroughly carried out.
10. Responsible for handling emergencies.
11. Evaluates program, personnel, facility, and emergency procedures.
12. Responsible for other such duties as assigned by Recreation Supervisor.
13. Monitors staff hours, reviews and approves all time cards.
14. Implements a program of inclusion to ensure all members of our community are welcome.

DESIRABLE MINIMUM QUALIFICATIONS:

1. Certification for instruction if applicable
2. Experience supervising staff and experience with Recreation programs preferred

3. Ability to pass CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES, AND SKILLS:

Must have general knowledge of program operations. Must have the ability to communicate with members of the public.

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Revised 1.5.23

<p>CITY OF MIDDLETOWN RECREATION PART-TIME EMPLOYEE JOB DESCRIPTION</p>

POSITION TITLE: CAMP NURSE

GENERAL DESCRIPTION OF JOB:

The purpose of this position is to provide health care services for participants in the recreation program site and to maintain the health and welfare of participants. The work is performed under the direction of the Recreation Manager. Incumbent serves as a resource for staff by providing daily contact, support and guidance in the area of camp healthcare. Assists in the planning and implementation of the Department's Summer Camp medication and first aid procedures.

EXAMPLES OF DUTIES:

- Collect, prioritize documents and evaluate participant health information while caring for participants in recreational programs and in emergency situations, according to established policy, guidelines, and protocols. Reviews pre-camp paperwork and medical forms prior to the camp season for all camp sites throughout the city. Visits additional camp sites on an as needed basis. Informs camp staff of health issues and medications for specific campers. Reviews first aid inventory pre-season and maintains medical supplies and inventory during camp season as needed.
- Acts as a liaison with local health care providers, hospitals, and pharmacies. Provides consultation to staff on an as needed basis. Responsible for triaging and treating acute issues among campers and staff, as well as mitigating the spread of communicable diseases. Use the established data collection system in an organized manner.
- Provide health care services for the participants to manage illness, injury and health conditions/problems whether acute, chronic, episodic, or emergent.
- Serve as case manager for participants with health needs. Performs nursing procedures such as diabetes management, asthma management, tube-feeding, and medication administration on an as needed basis.

- Document nursing interventions in the appropriate health records according to recreation department policies and procedures.
- Act as a health resource for the recreation division.
- Provide consultation to recreational staff and family members regarding the health and safety of participants and relevant health problems.
- Establishes and follows appropriate medical routines, including record keeping in daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders when applicable.
- Stays up to date on current CT Department of Public Health policies and procedures, OEC and CDC guidelines. Participates in and leads specific areas of staff training pertaining to camp health and safety, first aid, and use of universal precautions for infection control.
- Communicates effectively with department staff, campers, parents and guardians; represents the City in a professional and courteous manner at all times. Maintains confidentiality of records and information as appropriate. Observes safe work and play practices for both campers and staff.
- Other responsibilities as determined by the Manager of Recreation.

Minimum Training:

Position requires current Connecticut LPN or Registered Nurse License and the possession of a valid Connecticut driver's license. Considerable knowledge, skill and ability to work with children, including those with a wide range of health conditions. Motivated, team player with good communication skills. Ability to follow oral and written instructions and City procedures. Ability to communicate orally and in writing in a clear, concise, and persuasive manner. Ability to read and interpret plans and procedures. Ability to fill out forms and charts, perform basic arithmetic, and prepare reports and records. Ability to establish and maintain effective working relationships with campers, co-workers, colleagues, and the public. Ability to oversee the work of others. Ability to work professionally with co-workers, supervisors, customers and the public at large.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses a limited risk of injury. May be exposed to illnesses or disease.

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Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: OFFICE EMPLOYEE

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the appropriate Recreation Supervisor. Uses the Department's computers as requested. Answers the phones, files, services the public, etc. in accordance with Department needs. Coordinates the Department's bussing needs.

EXAMPLES OF DUTIES:

1. Answers questions from patrons in the office or on the phone.
2. Registers recreation participants, teams, facilities, etc. into the Department's computer system and verifies accuracy.
3. Conscientiously uses the computer so as to preserve the integrity of the Department's computer system and participant's privacy.
4. Responsible for equipment in the office.
5. Adheres to Recreation and Community Services Department policies and procedures and City ordinances.
6. Reports any problems or unsafe conditions reported by the public to the proper authority.
7. Files, processes paperwork, records attendance sheets, etc. as requested by the Recreation Clerk.
8. Responds to all public inquiries, complaints, problems, etc. regarding bussing.

DESIRABLE MINIMUM QUALIFICATIONS:

At least 16 years of age with an interest in computers or office. Must have ability to communicate with children, staff, parents, and the public.

KNOWLEDGE, ABILITIES, AND SKILLS:

Preferred previous office experience, over 18 and with computer experience.

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Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: YOUTH PROGRAM PARAPROFESSIONAL

GENERAL DESCRIPTION OF JOB:

- Receives oral and written direction from the Program Director, a Recreation Supervisor, Manager of Recreation and/or Director of Recreation and Community Services.
- Participates with child in activities developed and/or approved by the Program Director, or Assistant Director.
- Is directly responsible for the supervision and safety of the child/children assigned to his/her care.
- Provides feedback to supervisors concerning needs and programs.

EXAMPLES OF DUTIES:

1. Participates with assigned child, in all appropriate activities, special events, and field trips as directed to.
2. While participating in activities, is responsible for facilities and equipment assigned to them and the program.
3. Adheres to Recreation and Community Services Department policies and procedures and City ordinances.
4. Reports any problems, unsafe conditions, or disciplinary actions concerning participants or general public to the Program Director, Assistant Director or Inclusion Recreation Supervisor.
5. Fills out accident reports and forwards to Program Director, ASAP.
6. Recommends activities and equipment specific to their child's needs.
7. Responsible for all other duties as assigned.
8. Serves as "Observer" during Free Swim at Veteran's Pool and/or Crystal Lake.
9. Site and/or child (ren) you are responsible for may change, as the site or child's needs change.
10. Maybe required to provide physical assistance including lifting, toileting and diapering etc. and any related duties as required.

DESIRABLE MINIMUM QUALIFICATIONS:

High School graduate with two years experience as a paraprofessional or working directly with children with special needs.

KNOWLEDGE, ABILITIES, AND SKILLS:

Must have ability to communicate with children, staff, parents, and the public.

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Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: YOUTH PROGRAM ASSISTANT DIRECTOR

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from Program Director. Oversees the total operation, personnel, and activities of the program during the absence of Program Director.

EXAMPLES OF DUTIES:

1. Develops recreational activities for children at the program for consideration by the Program Director & Recreation Supervisor.
2. Leads activities, special events, and field trips as directed by the Program Director.
3. Responsible for bussing procedures and schedules as assigned by Director.
4. Responsible for the facilities and equipment assigned to the program.
5. Adheres to Recreation and Community Services Department policies and procedures and City ordinances.
6. Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to the Program Director.
7. Must have approval from the Program Director for any purchases.
8. Fills out accident reports and forwards to Program Director.
9. Evaluates programs, recommends equipment for future years.
10. Responsible for other duties as assigned by the Program Director.
11. Assumes the responsibilities of the Program Director in his/her absence.
12. Monitors staff hours, reviews, and approves all time cards in absence of Program Director.
13. Assists in the responsibility of handling emergencies at the program.
14. Supervises the program personnel in the absence of the Program Director. Reports orally, or in writing, to Recreation Supervisor an employee's discipline or commendation.
15. Implements a program of inclusion to ensure all children the opportunity to participate in all activities. Adapts games, activities, and special events to include children with disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

1. High School graduate with two years experience as a counselor or a day camp or equivalent.
2. Ability to pass CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES, AND SKILLS:

Must have general knowledge of a variety of activities, games, and sports. Must have ability to communicate with children, staff, parents, and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: YOUTH PROGRAM COUNSELOR

GENERAL DESCRIPTION OF JOB: Receives oral and written direction from the Program Director, or Assistant Director in his/her absence. Organizes and leads activities developed and/or approved by Program Director or Assistant Director.

EXAMPLES OF DUTIES:

1. Develops recreational activities for children at the program for consideration by the Program Director and/or Assistant Director.
2. Leads activities, special events, and field trips as directed by the Program Director, or Assistant Director in his/her absence.
3. Responsible for facilities and equipment assigned to the program.
4. Adheres to Recreation and Community Services Department policies and procedures and City ordinances.
5. Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to Program Director, or Assistant Director in his/her absence.
6. Fills out accident reports and forwards to Program Director.
7. Responsible for other duties as assigned by the Program Director.

DESIRABLE MINIMUM QUALIFICATIONS:

At least 16 years of age with an interest in working with children. Must have ability to communicate with children, staff, parents, and the public.

KNOWLEDGE, ABILITIES, AND SKILLS:

Must have general knowledge of a variety of games, activities, and sports.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: YOUTH PROGRAM DIRECTOR

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from Recreation Supervisor, Manager or Director. Oversees the total operation, personnel, and activities of the youth day program.

EXAMPLES OF DUTIES:

1. Develops recreational activities for children at the day program.
2. Coordinates special events and field trips as directed.
3. Coordinates programs with other City Departments.
4. Supervises program personnel.
5. Reports orally or in writing to Recreation Supervisor employee discipline or commendations.
6. Responsible for facilities and equipment assigned to the program.
7. Adheres to Recreation policies and procedures and City ordinances.
8. Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to Recreation Division.
9. Submits recommendations for equipment purchases for future years.
10. Responsible for reviewing accident reports and makes sure accident report procedures are thoroughly carried out.
11. Responsible for handling emergencies at the program.
12. Evaluates program, personnel, facility, and emergency procedures.
13. Responsible for other such duties as assigned.
14. Monitors staff hours, reviews and approves all payroll.
15. Implements a program of inclusion with paraprofessionals to ensure all children the opportunity to participate in all activities. Adapts games, activities, and special events to include children with disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

1. College graduate preferred, two years experience as a Director of a Day Camp or equivalent.
2. Ability to pass CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES, AND SKILLS:

Must have general knowledge of a variety of activities, games, and sports. Must have the ability to communicate with children, staff, parents, and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: RINK SUPERVISOR

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from Recreation Supervisor.
Oversees the total daily operation of the rink.

EXAMPLES OF DUTIES:

1. Responsible for the management of the rink including opening and closing of the facility.
2. Responsible for oversight of the admission transactions and accounting of money on site.
3. Supervises program personnel. Reports orally or in writing to Recreation Supervisor employee discipline or commendations.
4. Responsible for facilities and equipment assigned to the program.
5. Adheres to Recreation and Community Services Department policies and procedures and City ordinances.
6. Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to Recreation Supervisor.
7. Must have approval from Recreation Supervisor for any purchases.
8. Submits recommendations for equipment purchases for future years.
9. Responsible for reviewing accident reports and makes sure accident report procedures are thoroughly carried out.
10. Responsible for handling emergencies at the rink.
11. Evaluates program, personnel, facility, and emergency procedures.
12. Responsible for other such duties as assigned by Recreation Supervisor.
13. Monitors staff hours, reviews and approves all time cards.
14. Implements a program of inclusion to ensure all members of our community are welcome.
15. Maintains a written schedule of physical, occupational, and speech therapists to ensure provision of services.

DESIRABLE MINIMUM QUALIFICATIONS:

1. College graduate preferred

2. Experience supervising staff and experience with Recreation programs preferred
3. Ability to pass CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES, AND SKILLS:

Must have general knowledge of program operations. Must have the ability to communicate with members of the public.

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Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Seasonal Rec Supervisor

GENERAL DESCRIPTION OF POSITION:

Acts as the coordinator of all summer rec camps. Receives oral or written direction from Recreation Manager. Handles questions from the public, employee collection of revenue, emergency procedures, practices and policies.

EXAMPLE OF DUTIES:

1. Supervises the camp facilities, personnel, and programs under his/her assignment. Reports orally, or in writing, to the Recreation Manager, any employee discipline or commendations.
2. Evaluates the camp programs, personnel, facilities, and emergency procedures.
3. Receives and reviews all written and oral reports pertaining to summer rec camps.
4. Sets and conducts staff meetings at sites to promote communication and the welfare of participants at camp and staff.
5. Responds to all public concerns regarding camp activities.
6. Responsible for reviewing accident reports and makes sure the accident report procedures are thoroughly carried out.
7. Adheres to all Recreation Department's policies and procedures, and City Ordinances.
8. Reviews and approves all rec personnel time sheets.
9. Monitors equipment and supplies for availability and expiration dates.

DESIRABLE MINIMUM QUALIFICATIONS:

1. 21 years of age preferred.
2. Preferred (2) years of increasingly responsible positions in a rec program.

KNOWLEDGE, ABILITIES AND SKILLS:

Able to supervise all staff and facilitate summer recreational programming. The ability to run programs and instruct others how to do so.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Basketball Referee

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the program coordinator or Recreation Supervisor. The Youth Basketball Referee is responsible for officiating youth basketball games for the Middletown Recreation Department.

EXAMPLES OF RESPONSIBILITIES AND DUTIES:

1. Referee is responsible for facilities and equipment assigned to the program.
2. Adheres to Recreation and Community Services Department's policies and procedures, and city ordinances.
3. Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to the program coordinator.
4. Fills out accident reports and forwards to Recreation Supervisor.
5. Officiate and keep games under control and youth safe.
6. Assists in handling emergencies during practices or games.
7. Supervises children during practice and regular games and reports orally or in writing about disciplinary actions.
8. Referee must act professionally and serve as a role model for youth.
9. Referees are required to wear referee jerseys while officiating.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with two (2) years experience as a coach or referee.
- Ability to pass American Red Cross CPR and Standard First Aid courses.
- Must be familiar with the rules of basketball.
- Must be able to run for an extended time.
- Must be able to remain calm in a competitive atmosphere.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball.
- Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Youth Basketball Scorekeeper

GENERAL DESCRIPTION OF JOB: Receives oral and written direction from the Program Coordinator or Recreation Supervisor. Is responsible for keeping the basketball score and official book accurate.

JOB DESCRIPTION:

The Basketball Scorekeeper and Timer will be responsible for the following tasks:

1. Arriving half an hour before the first scheduled game to familiarize themselves with the score board controller.
2. Recording the rosters in the scorebook and keeping a very clean and accurate account of the game.
3. Documenting any accident or incident that may occur during the game.
4. Cleaning up any trash in the scorekeeper/timer area before leaving the gym.
5. Keeping up with the possession arrow throughout the game.
6. Reporting the scores of the games and making sure that officials sign the result sheets.
7. Signing and submitting a time sheet every two weeks to the Coordinator.
8. Keeping time for timeouts and letting the officials know when the time has expired.
9. Keeping a good record of the amount of time each player plays throughout the quarter.

DESIRABLE MINIMUM QUALIFICATIONS:

High school graduate with experience in the rules of basketball. Ability

to pass American Red Cross CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES AND SKILLS:

Must have general knowledge of basketball rules. Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Youth Sports Coach

GENERAL DESCRIPTION OF JOB: Receives oral and written direction from the Program Coordinator or Recreation Supervisor. Coach an assigned group of children and focus on skill development, safety, fair play, sportsmanship, and fun.

EXAMPLES OF DUTIES:

1. Work to establish and maintain team unity and spirit.
2. Responsible for facilities and equipment assigned to the program.
3. Adheres to Recreation and Community Services Department's policies and procedures, and city ordinances.
4. Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to the Program Coordinator or Recreation Supervisor.
5. Fills out accident reports and forwards to Recreation Supervisor.
6. Lead by example among team parents to support the responsibilities of the referee and league leadership.
7. Assists in the responsibility of handling emergencies during practice or schedule games.
8. Supervises children during practice and regular games and reports orally or in writing about disciplinary actions.
9. Implements a program of inclusion to insure all children the opportunity to participate in all activities. Adapts games and special events to include children with disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

High school graduate with two (2) years experience as a coach or referee. Ability to pass American Red Cross CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball, games and sports.
- Must have the desire to work with children and ability to communicate with children, staff, parents and the public.
- Must have organizational skills, patience, maturity and dependability, sound character, strong morals and ethics.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

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