

City of Mission Job Description

Job Title: **Assistant Athletic Supervisor**

Classification: **Non - Exempt**

Department: Parks & Recreation - Recreation



Division:

Supervisor: Athletic Supervisor

Effective: 07/17/2008

I. JOB SUMMARY

Individual serves as an Assistant Athletic Supervisor for the Summer programs the City implements and other activities through out the year. The incumbent must be able to work with children from ages five (5) thru fifteen (15) and adults. Individual has supervisory responsibilities. Individual will perform other duties assigned by the Supervisor/department head when needed.

II. EDUCATION REQUIREMENTS

- High school diploma or G.E.D. required.
- Experience in working with children and adults.
- Minimum two (2) years experience with office/clerical procedures.
- Must have knowledge and experience with Microsoft Word, Windows 95, Excel, Internet, and E-Mail.
- Must be able to communicate proficiently in the Spanish and English language.
- Must have oral and communication skills in English to at least the 9th grade level (to include correct spelling).
- Applicant must have a neat and professional appearance.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL AND ABILITY REQUIREMENTS

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business matter.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.

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- Ability to handle special projects of diverse nature as assigned.
- Ability to play with children or teenagers.
- Ability to read and interpret documents such as safety rules and city policy procedures.

V. ESSENTIAL JOB FUNCTIONS

- Answer telephone with clear, courteous, and business voice, and directs the calls to the appropriate destination to expedite response.
- Assists in the planning of activities for the recreation aids and adults for the Summer programs and their different activities.
- Assists the track coaches with track meets when needed.
- Assists in monitoring and evaluating Recreation Aids at the end of the Summer programs.
- Assists in planning and setting up children/adults programs/activities as needed.
- Assists in supervising and chaperoning kids when on field trips.
- Performs any other duties assigned by supervisor.
- Performs all job functions with special attention placed on good public relations, safety, and proper office procedures in compliance with city policies.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Assist with and attend community/special functions coordinated throughout the city.
- Assist other departments within organization with organizing special events as requested by supervisor.
- Undertake assignments/projects assigned by department head.

VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Telephone, Copy machine, Fax machine
- City vehicle, Stapler, ruler, Diskettes & CD's
- Pens, pencils, highlighters, Mouse , Typewriter
- Personal Computer, Printer, Mouse
- Computer Software, Cell phone, Clip boards
- Recreation equipment, Policy & procedure handbook

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VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Extreme Noise	X			

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation is required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport books, storage boxes, and chair to different positions. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

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X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	O	Play ground equipment and toys.
	6-10 lbs	O	Play ground equipment and toys.
	11-20 lbs	O	Play ground equipment and toys.
	21-25 lbs	O	Play ground equipment and toys.
	26-50 lbs	N	
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	O	Play ground equipment and toys.
	6-10 lbs	O	Play ground equipment and toys.
	11-20 lbs	O	Play ground equipment and toys.
	21-25 lbs	O	Play ground equipment and toys.
	26-50 lbs	N	
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	N	
	6-10 lbs	N	
	11-20 lbs	N	
	21-25 lbs	N	
	26-50 lbs	N	
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	F	Entrance stairs
BALANCING	F	Clip boards, safety and play ground equipment, pens, pencils, telephone, papers, stapler, and stapler remover.
STOOPING (bending at waist)	O	Pick up toys and play ground equipment.
KNEELING (one or both knees)	O	When picking up play ground equipment and things that fall on the floor.
CROUCHING (bending at hips/knees)	O	Pulling out filling cabinet and picking up play ground and safety equipment.
CRAWLING	N	
REACHING	F	To pick up toys and playground equipment up to partial full arm extension.
TWISTING/TURNING (rotation)	F	180 degrees while driving city vehicle, turning when answering the telephone.
HANDLING (manipulated objects)	F	Telephone, papers, stapler, stapler remover, pens, pencils, toys and safty equipment, clip boards, cell phone, and vehicle steering wheel.
FINGERING (finger dexterity)	C	Telephone, papers, stapler, stapler remover, pens, pencils, toys and safty equipment, clip boards, cell phone, and vehicle steering wheel.
STANDING	C	To meetings, work sites, and bathroom.
WALKING	C	To meetings, work sites, and bathroom.
GRASPING (whole hand activities)	F	Telephone, papers, stapler, stapler remover, pens, pencils, toys and safty equipment, clip boards, cell phone, and vehicle steering wheel.
SITTING	O	At desk doing reports and while driving city vehicle.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date