

Position Title: Sports Management Intern
Department: Public Administrative Service
Division: Parks, Recreation, and Culture

Employment Status: Seasonal

FLSA Status: Non-Exempt

The City of
BEAVERCREEK
Ohio

GENERAL NATURE OF WORK: This is seasonal work overseeing the adult leagues in the Parks, Recreation, and Culture Division. An employee in this class is responsible for a variety of specific tasks at the playing fields. Duties are performed under the direction of the Recreation Program Supervisor.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of adult softball and soccer, its rules and equipment. The primary work site is Rotary Park and Ankeney Sports Complex.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.

- Checks and inspects all fields for readiness and safety; performs minor field repairs as necessary.
- Distributes softballs for use in games; collects softballs at the conclusion of each game.
- Distributes scorecards and umpire sign-in sheets for each softball game; collects scorecards and umpire sign-in sheets at the conclusion of each game.
- Maintains the league standings; turns in standings, scorecards, and umpire sign-in sheets to Parks, Recreation, and Culture on a weekly basis.
- Contacts the softball officials' designated individual when an umpire does not appear for a scheduled game.
- Facilitates youth sports camps and specialty camps, such as preparing rosters, taking photos, communicating with instructors, and opening facilities.
- Supervises seasonal sports such as adult soccer, adult softball, and youth t-ball leagues.
- Observes each game; enforces park policies, rules, and regulations.
- Records information pertaining to unusual occurrences, cancelled games, forfeited games, fights, and expelled/ejected players. Communicate these incidents with supervisor.
- Responsible for softball diamond lighting; turns lights on and off as necessary.
- Communicate with umpires, team managers and Recreation Program Supervisor.
- Reschedules rained out games; arranges fall softball tournament.
- Takes photos at softball and soccer leagues.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Responds to complaints from players.

City of Beavercreek
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- Records team scores.
- Updates league schedules as needed.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with City officials, fellow employees, other City employees, and the general public.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- General knowledge of the rules of adult softball and soccer, scorekeeping, and the calculation of standings.
- Skill in dealing firmly, tactfully, and courteously with the general public.
- Ability to understand and follow oral and/or written instructions.
- Ability to work under the direction of the Recreation Program Supervisor.
- Possession or ability to obtain promptly certification in CPR/AED (Adult) and First Aid.

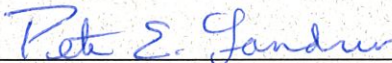
DESIRABLE TRAINING AND EXPERIENCE:

- A high school diploma or equivalent.
- Enrollment at an accredited college or university working towards a baccalaureate degree or graduate degree in sports management, recreation management, physical education or a related field during their employment with the City of Beavercreek preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain a valid Ohio Driver's License.
- Ability to work other than normal working hours, and to work various shifts as necessary.

Job Description Approved by:



City Manager



Date

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date