

# City of Alamosa Job Description

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**Position:** Sports Official

**Reports to:** Rec Specialist & C.A.  
Manager

**Supervision Exercise:** None

**FLSA:** Non Exempt

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## **General Statement of Duties:**

Responsible for enforcing playing rules and sports policies with participants and spectators. Works directly with the public and is responsible for contributing to a fun and safe environment for friendly competition.

NOTE: The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

## **Essential Functions:**

1. Provide quality officiating during adult or youth sports contests.
2. Read and understand AFRC rules as well as national rules that are to govern the sport being officiated.
3. Work at scheduled times and/or find an appropriate substitute when necessary. Show up in appropriate attire.
4. Develop a positive relationship with the participants and educate when necessary.
5. Maintain appropriate level of control, fairness, and consistency in all game situations. Alleviate arguments and trash talking before it gets out of hand. Maintain a safe, fun yet competitive game atmosphere.
6. Resolve participant conflicts and disputes with tact and diplomacy.
7. Assist with pre- and post-game logistics and administrative functions. Assist in filling out any forms that are in need of completing.
8. Attend scheduled training and evaluation sessions.
9. Communicate maintenance, custodial, or security issues to appropriate AFRC personnel. Assist in examining the facility/grounds for safety hazards.
10. Maintain familiarity with evacuation plans and assist during major emergencies.
11. Conduct games in an efficient fashion in the allotted time and on the day scheduled.
12. Maintain a positive relationship with staff and co-workers.

## **Knowledge of:**

1. Sports and sportsmanship.
2. Sport specific rules and procedures.
3. Safety rules and regulations.
4. Facilities, equipment, and materials utilized in recreation programs being officiated.

Ability to:

1. Act confidently and make judgment-based decisions quickly and accurately, particularly while facing adversity.
2. Be fair and impartial in judgment.
3. Properly manage time.
4. Demonstrate patience and confidence when working with participants, spectators, and co-workers.
5. Willingly accept constructive criticism.
6. Interact effectively with the public and other employees.
7. Work directly with children and adults.
8. Handle emergency situations.
9. Work a flexible schedule, depending on program needs, including working evenings and weekends and shifting assignments as program needs change.
10. Have or be able to obtain a valid Colorado drivers license.

**Acceptable Education and Training:**

1. Prior officiating experience preferred, but not required.
2. Prior experience in playing or coaching the sport(s) being officiated is strongly preferred, but not required
3. Prior First Aid/CPR/AED certification is a plus, but not required.
4. Must be at least 16 years old.

**Required Physical Capabilities:**

1. Physically able to keep up with the sports being officiated
2. Work performed both indoors and outdoors. Exposed to natural weather conditions when working outdoors.
3. Duties will be performed on sand, gravel, asphalt, grass, wood floors and tile, all of which may be wet or dry.
4. Frequent walking, standing, turning, twisting, and running while officiating. Occasional bending and squatting. Normal range of vision and hearing for monitoring of program participants' safety and rule enforcement.
5. Work hazards are those normally encountered in the instruction or participation in sports activities.

	Not at all	Occasionally	1-3 hrs.	4-6 hrs.	7-8 hrs.
<b>Lift/Carry</b>					
0-10 lbs		XX			
11-20 lbs.		XX			
21-40 lbs	XX				
41-60 lbs.	XX				
<b>Push/Pull</b>					
0-20 lbs.		XX			
21-25 lbs.	XX				
26-50 lbs.	XX				
51-75 lbs.	XX				
76-100 lbs.	XX				
Bending		XX			
Overhead reaching			XX		
Twist/Turn			XX		
Kneel/Squat		XX			
Sit		XX			
Stand/Walk/Running			XX		
Ladder/Stair Climbing		XX			
Rotate activities/positions			XX		

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date