

CITY OF CHATTANOOGA
Classification Specification Title: Sports Assistant

Department: Parks and Outdoors

Pay Grade: GS.04

Supervision Received From: Recreation Program

FLSA Status: Non-Exempt

Coordinator

Established: 6/07/21

Supervisory Responsibility For: None

Revision Dates: 4/4/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are temporary or seasonal employees for the Department of Parks & Outdoors. Employment periods may range from one (1) month to one (1) year. May be responsible for instructing and participating in daily recreation and art activities for diverse populations including children, adults, and seniors.

Duties include coaching and/or officiating sporting events; organizing and leading outdoor activities; conducting administrative tasks such as creating program attendance reports, reserving facilities and creating marketing materials; assisting with researching, grant writing and budget developing activities for new programs and serving on City committees and attending local neighborhood meetings as a representative of the City; may maintain vehicles for program transportation; may collect fees for programs or facilities usage and may train and oversee volunteer staff. Work is performed with moderate supervision.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Referee/officiate games; performing neutral, and never make biased decisions for a team.

Should behave in a good manner with all players of the game; communicates with other sporting officials, coaches, facility managers, subordinates or the public by telephone, in written form, e-mail, or in person in order to provide information, coordinate activities and discuss problems; inspects sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations.

Signals participants or other officials to make them aware of infractions or to otherwise regulate play; maintains control of players, coaches, and spectators.

Explains disputed calls to players and coaches; taking regular training to be aware of latest technology and rule updates of a game; attend all required meetings and training; enforce all sports rules and policies; set up the activity area at the beginning of games if needed.

Examine the playing surface before every game to ensure safe playing conditions; use appropriate signals and mechanics; maintain a high level of sportsmanship, and penalize unsporting behavior.

Communicate any problems or concerns to the supervisor; maintain all C sports equipment; break down the activity area and put equipment up at the end of games if needed.

Communicate any problems and/or concerns to supervisory staff on hand; perform other duties as assigned.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Must be at least 14 years of age. Must have knowledge about games being officiated. Must have good communication and public relation skills. Must be responsible and reliable. Also must be able to attend all required meetings and training.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.