



SPORTS OFFICIAL-Flag Football Supervisor

Opening Date: July 1, 2019 **Closing Date:** Until Filled

JOB SUMMARY:

This is a part-time, non-benefitted position which will entail supervising the flag football games and the other officials.

DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Arrive at sporting event location at least thirty (30) minutes prior to scheduled event;
- Attend City-sponsored trainings and orientation, as required;
- Resolve any issues with parents, players and/or coaches as they arise;
- Know the rules of the game to assist the official and give ongoing training, as needed;
- Set up the fields with the needed equipment so games can begin on time;
- Oversee the official on site to ensure rules of the game are being accurately officiated;
- Ensure fairness and good sportsmanship guidelines are being followed;
- Respond professionally and calmly when communicating with players, parents, and event attendees; diffuse situations when needed;
- Contact Recreation Manager or Cedar Hills Recreation staff should conditions require immediate attention;
- Maintain professional/presentable behavior and appearance as a representative of Cedar Hills Recreation;
- Report any abuse or suspicious circumstances to Cedar Hills Recreation staff;
- Complete necessary time card/payroll paperwork throughout the 2-week pay period;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Read and understand the rules and regulations for the sport to be officiated;
- Able to work with officials in a productive way;
- Problem solving attitude and approach;
- Able to lift up to 40 pounds, if needed to assist with set-up and take-down of equipment;
- Able to work outside in any type of weather
- Must be age 18 years of age, or older

SALARY: Starting at \$12.00 - \$15.00/hour DOE

SCHEDULE: Weeknights from 4:00-8:00pm, Saturday mornings

Send completed City of Cedar Hills Employment Application and Referee Application to: Gretchen Gordon, 10246 N Canyon Road, Cedar Hills, UT 84062 or gordon@cedarhills.org. Only the information on or attached to the application will be used for screening purposes.

In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodation efforts for disabled applicants. Requests for assistance can be made by contacting the City office at 801-785-9668.

THE CITY OF CEDAR HILLS IS AN EQUAL EMPLOYMENT OPPORTUNITY

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. The City of Cedar Hills may revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate the employment relationship at any time pursuant to the terms of the applicable provision of the Personnel Policies and Procedures Manual.