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## JOB DESCRIPTION: SPORTS OFFICIAL

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**Primary Responsibility:** The Sports Official will officiate the given sport.

**Supervised by:** Sports and Leagues Specialist

**Supervises:** N/A

**FLSA status:** Non-Exempt

### **Main Job Duties:**

- Officiate and supervise games and tournaments of the assigned sport.
- Report to the Sports and Leagues Specialist any problems as appropriate.
- Assist the Sports and Leagues Specialist with scheduling as needed.
- Assist the Sports and Leagues Specialist with team communications as needed.
- Fill out reports and keep records as needed.

### **Additional Job Duties:**

- Performs other appropriate functions as assigned by the Sports and Leagues Specialist or the Director-Parks and Recreation.

### **Qualifications:**

- Must be a minimum of 16 years of age.
- Must be knowledgeable in the specific sport.
- Ability to:
  - a) Accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English; and the ability to listen.
  - b) Take task initiative and completion.
  - c) Deal with the public in professional, positive and responsible manner, and to react appropriately and effectively in potentially stressful situations.
  - d) Work well with children and adults of various ages.

- Knowledge of basic field and/or equipment maintenance and procedures.
- Must be able to work well with others and follow instructions.
- Must pass background check.

**Mental/Physical Requirements:**

- Ability to exert minor physical effort in light work frequently, typically involving some combination of walking, standing, stooping, bending, and crouching, and which may involve some lifting, light weight (under 5 pounds).
- May be exposed to outdoor weather conditions, including summer sun and temperatures.
- Ability to perform without additional assistance, all physical movements necessary for Sports Official.

**Experience:**

- Previous officiating experience preferred.
- Experience working with children and adults of various ages preferred.
- Experience in the specific sport preferred.

**Certifications:**

- Certification in officiating of the appropriate sport is preferred.

I, \_\_\_\_\_ have read the above job description for the **Gilpin County Sports Official**. To the best of my knowledge I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date