

## RECREATION LEADER I - COACH/REFEREE/SCORE KEEPER

Part-time position

SALARY: \$11.00 - 12.00 per hour

### POSITION SUMMARY:

Under direction from the Recreation Coordinator, coach and referee youth basketball, score keep basketball league games in the gymnasium at the Silliman Activity Center.

### ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Coach and referee youth basketball to maintain standards of play and ensure that game rules are observed.
- Teach and explain the rules and regulations of basketball.
- Confer with other coaches/referees, players and facility managers in order to provide information, coordinate activities, and discuss problems.
- Score keep basketball league games as assigned.
- Maintain gymnasium area including equipment and facility.
- Meet and deal tactfully and effectively with the public.
- Perform other job-related duties within the scope of this job classification as assigned

### EMPLOYMENT STANDARDS:

- Must be at least 15 years of age.
- Must be able to provide own transportation to and from work.
- Must be able to attend in-service trainings.
- Be able to work as part of a professional team and collaborate effectively with peers, possess excellent public relations skills, and render consistent and logical decisions.
- Be able to meet personal appearance and dress standards of the department.
- Be self-motivated, and able to work well independently and as part of a team.

### LICENSE/CERTIFICATION:

Candidate must possess a CPR/AED Certification from a credited organization within 6 months of employment. The City of Newark offers free classes for new employees.

HOURS: Must be able to work a varied schedule, which may include weekends and some holidays. Weekly work shifts will generally be scheduled between the following hours:

Wed: 5:15 p.m. – 9:15 p.m.

Sat: 8:30 a.m. – 12:30 p.m.

### PART-TIME BENEFITS:

Sick Leave: After 90 days from an employee's hire date, and once an employee has worked a total of 30 days, the employee is entitled to 3 days (24 hours) sick leave per fiscal year. Sick hours do not roll over to the next year and therefore must be utilized or forfeited annually.

**RETIREMENT:**

The City of Newark does not participate in Social Security, therefore, the Part-time, Seasonal, Temporary (PST) employee will be required to contribute to a Nationwide Deferred Compensation Plan.

**PART-TIME EMPLOYEE STATUS:**

This is a part time position, outside the civil service system and is therefore considered an “at-will” employee status position. Employment may be terminated with or without cause or notice, at any time, at the will of the City of Newark, in its sole discretion.

**APPLICATION PROCEDURE:**

Candidates must submit a completed City of Newark application form to the Silliman Activity Center. No FAX's will be sent or received. Resumes alone are not acceptable. Apply at the Silliman Activity Center, 6800 Mowry Ave. Newark, Ca 94560

OPEN UNTIL FILLED (no deadline)

**SELECTION PROCEDURE:**

Applicants will first be evaluated by the information submitted on the application. Those who demonstrate the most closely related experience will be invited to participate in an interview.

**FINGERPRINTING:**

All applicants of the age of 18 are required to successfully complete a fingerprinted criminal history check prior to proceeding with paperwork and training.

**EMPLOYMENT ELIGIBILITY:**

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.