

Warrenville Park District

Job Description

Job Title: Soccer Game Official

Salary Range: \$17.00 - \$40.00 hour -DOE

Department: Recreation

Employee Classification: Short-term

Immediate Supervisor: Athletic & Facility Supervisor

FLSA Status: Non-Exempt

JOB STATEMENT

Responsible for the operation and management of athletic contests sponsored by the Warrenville Park District.

QUALIFICATIONS:

1. 16+ years of age.
2. Strong knowledge of soccer rules and procedures of sport being officiated.
3. The ability to work independently, efficiently and attend to details.
4. Ability to communicate both written and orally.
5. Ability to control and manage athletic contests in a professional manner.
6. First Aid/CPR/AED required.
7. DCFS Certification of Mandated Reporter of Child Abuse and Neglect

DUTIES AND RESPONSIBILITIES

Essential Functions:

1. Officiate assigned athletic contests under rules promulgated by the Warrenville Park District under the supervision of district staff.
2. Help set up and take down game and program site equipment.
3. Help insure a positive contest atmosphere by emphasizing sportsmanship and adherence to park district guidelines on the part of players, coaches, and fans.
4. Report orally and in writing any safety issues on soccer field.
5. Report orally and in writing and problems with players, coaches or fans that may need intervention by the Warrenville Park District staff to insure proper game atmosphere is maintained.
6. Regular and punctual attendance.
7. Professional appearance and demonstration of fair and unbiased behavior in administration of the athletic contest.
8. Report any vandalism or destruction or park district/school property observed by the official.
9. Current First Aid/CPR/AED certification required.
10. Be responsive to changing weather or other conditions that may necessitate early cancellation of a contest and/or contacting appropriate police, fire department or paramedic personnel.

Knowledge, Skills and Abilities

1. Superior knowledge of the rules, regulations, and procedures of the game being officiated.
2. Ability to manage athletic contests involving players of varying skills and ages.
3. Good judgment; lack of bias; ability to remain calm when directly and sometimes unfairly criticized; ability to be upbeat and positive in stressful situations.
4. Ability to work well with co-workers, fans and participants.
5. Ability to function independently.

Knowledge, Skills and Abilities (continued)

- 6. Skilled in oral and written communication; good record-keeping skills.
- 7. Able to act professionally and decisively when observing or involved in potentially unsafe or violent situations- from unruly fans to bad weather.
- 8. Ability to utilize safe practices in accomplishing work.
- 9. Knowledge of park district policies and procedures.

Safety Responsibilities:

- 1. Actively support the safety program so that it will effectively control and reduce accidents.
- 2. Maintain a working knowledge of all general and departmental specific safety rules.
- 3. Obey and enforce the practical safety rules, regulations, and procedures established by the Park District that is pertinent to the activity.
- 4. Ensure that all management policies are fully implemented for maximum efficiency for each job.
- 5. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the public.
- 6. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
- 7. Assist with emergency procedures and building/site evacuation.

Physical Requirements

- 1. Requires sitting, standing, bending, reaching, and a normal range of hearing and vision.
- 2. Occasionally lifts and carries items weighing up to 25 pounds.
- 3. Requires strength, stamina, and running ability to officiate fast-moving athletic contests.
- 4. Prolonged standing during special events may be required.
- 5. Requires assisting with set up of programs and special events as needed.
- 6. Requires working in areas, which are not air-conditioned.

Working Conditions

- 1. Normal gym/sport field environment with some exposure to excessive noise, dust, temperature and the like.
- 2. Exposure to weather conditions which can include cold, snow, ice and rain, extreme humidity and heat.
- 3. Exposure to chemicals such as fertilizers, cleaning agents and fuels.
- 4. Exposure to loud vocal criticisms.

I hereby acknowledge receipt and an overview of the requirements and responsibilities of the position which I will hold at the Warrenville Park District. I further understand that the Job Description is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

If I am unsure of the requirements or responsibilities, it is my duty to seek assistance from my Supervisor/Manager. I am aware that the Job Description may be changed and an updated copy will be available to me.

Employee Name

Employee Signature

Date