

## POSITION DESCRIPTION

Class Title: Officials  
Department: Parks and Recreation  
Date: April 2, 2021

Job Code Number:  
Worker's Comp Group No.

### GENERAL PURPOSE

An Official is responsible for officiating one of the following: soccer, baseball/softball, football, basketball, football or volleyball games.

### SUPERVISION RECEIVED

Works under the general supervision of the Athletic Coordinator.

### SUPERVISION EXERCISED

Supervises participants and controls the spectators during games.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Always be on time.
2. Must enforce the rules of the game.
3. Dress in appropriate clothing. (official's shirt and black shorts or pants)
4. Must always be fair and honest in calling games.
5. Must always look out for the safety of all participants.
6. Shall always conduct themselves in an orderly manner.
7. Skill in use of First Aid procedures.
8. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
9. Ability to read and understand, follow, and enforce safety procedures.

### DESIRED MINIMUM QUALIFICATIONS

#### ***Education and Experience:***

1. Must have knowledge of the game and rules of the game.
2. One season of officiating preferred.

### SPECIAL REQUIREMENTS

Completion of a CPR and Standard First Aid Course preferred.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

**PHYSICAL DEMANDS**

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to run, walk, jump and talk, see, and hear. The employee is frequently required to use hands to finger, handle, feel, throw, and reach with hands and arms. Moderate physical exertion is present because of running and walking during the game.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will generally experience comfortable working conditions. The employee may occasionally be exposed to humid and hot conditions of a gymnasium or outdoors.

The noise level in the work environment is moderately loud.

**SELECTION GUIDELINES**

Formal applications, rating of education and experience; oral interview and reference checks for new applicants; criminal background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_

Supervisor

Approval: \_\_\_\_\_

Appointing Authority

Effective Date: \_\_\_\_\_

Revision History: April 2, 2021