

Greene County Department of Parks and Recreation are recruiting for the following positions:

Referee/Umpire \$20.00-\$40.00 Per Game

Performs duties associated with officiating children's or teen sports programs. This is a seasonal position. Program hours are weekday evenings and Saturdays. Mandatory meetings/trainings may be required occasionally.

Recreation Aide – (part-time) \$11:00-\$11.25 Hour

Provides general assistance to the Recreation Supervisor and Recreation Assistants in direct program implementation of preschool, sports, special events, day camps, or other community recreation programs.

Recreation Assistant – (part-time) \$11.50-\$13.00 Hour

Provides assistance to the Recreation Supervisor. Assists with assigned recreation programs including preschool, sports, special events, day camps, or other community recreation programs. Must be at least 18. High school diploma or equivalent required. Must have a valid Virginia Driver's License. Prior experience providing customer service and/or program assistance in a parks and recreation, sports, education, children, or other related setting preferred.

The full job descriptions/application may downloaded at www.greencountyva.gov. Interested candidates should send completed County application to P.O. Box 358, Stanardsville, VA 22973. Open until filled. EEO, AA, M/F/H/V employer.

Referee/Umpire

FLSA Status: *Non-Exempt*

General Definition of Work

Performs duties associated with officiating children's or teen sports programs. This is a seasonal position. Program hours are weekday, evening, and Saturdays. Mandatory meetings/trainings may be required occasionally.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

The following duties are representative of this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Performs duties associated with officiating children's or teen sports programs.
- Determines methods of play and interprets and enforces game rules.
- Maintains order and enforces safety procedures for both participants and spectators during sporting events.
- Ensures that game courts, fields, and equipment are in proper and safe playing condition.

Knowledge, Skills and Abilities

General knowledge of the scoring techniques in seasonal sports. Officiating techniques and methods of refereeing disputes. Basic arithmetic principles and practices. Methods of scorekeeping and game rules in a variety of sports such as basketball, football, softball, soccer, and volleyball.

Education and Experience

Must be at least 15. Must acquire background check if 18 or older. Some knowledge and/or playing experience with basketball, football, softball, soccer, and volleyball.

Physical Requirements

This work requires the frequent exertion of up to 20 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and exposure to toxic or caustic chemicals and occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Recreation Aide

FLSA Status: *Non-Exempt*

General Definition of Work

Provides general assistance to the Recreation Supervisor and Recreation Assistants in direct program implementation of preschool, sports, special events, day camps, or other community recreation programs.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

The following duties are representative of this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Provides general assistance to the Recreation Supervisor and Recreation Assistants in direct program implementation of preschool, sports, special events, day camps, or other community recreation programs.
- Organize and supervise participation of recreation activities
- Conduct and coordinate recreation activities
- Set up and take down equipment for programs and special events.
- Cleans, sweeps, and reports any incidents of property damage.
- Complete accident/incident reports as needed.

Knowledge, Skills and Abilities

Some knowledge of the principles and practices of recreation and leisure program management. Must have excellent customer service skills. Demonstrated ability to communicate effectively orally and in writing in order to maintain good public relations with customers (including the general public, volunteers, and recreation organizations.) Must be comfortable working with the public and have good computer skills. Ability to effectively plan, prioritize, coordinate, and monitor the program activities.

Education and Experience

Must be at least 15. Valid Virginia Driver's License preferred. Prior experience providing customer service and/or program assistance in a parks and recreation, sports, education, children, or other related setting preferred.

Recreation Aide

Physical Requirements

This work requires the frequent exertion of up to 20 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and exposure to toxic or caustic chemicals and occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Recreation Assistant

FLSA Status: *Non-Exempt*

General Definition of Work

Provides assistance to the Recreation Supervisor. Assists with assigned recreation programs including preschool, sports, special events, day camps, or other community recreation programs.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

- Provides assistance to the Recreation Supervisor. Assists with assigned recreation programs including preschool, sports, special events, day camps, or other community recreation programs.
- Assists with public relations as it relates to department sponsored programs, activities, and events.
- Collects program registration and drop-in fees as needed.
- Opens and closes recreation facilities for program use.
- Inspects building and fields to ensure safety.
- Supervises participants and spectators during activities to ensure safety of individuals and facilities.
- Set up and take down equipment for programs and special events.
- Cleans, sweeps, and reports any incidents of property damage.
- Completes accident/incident reports as needed.

Knowledge, Skills and Abilities

Some knowledge of the principles and practices of recreation and leisure program management. Must have excellent customer service skills. Demonstrated ability to communicate effectively orally and in writing in order to maintain good public relations with customers (including the general public, volunteers, and recreation organizations.) Must be comfortable working with the public and have good computer skills. Ability to effectively plan, prioritize, coordinate, and monitor the program activities.

Education and Experience

Must be at least 18. High school diploma or equivalent required. Must have a valid Virginia Driver's License. Prior experience providing customer service and/or program assistance in a parks and recreation, sports, education, children, or other related setting preferred.

Physical Requirements

This work requires the frequent exertion of up to 20 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and exposure to toxic or caustic chemicals and occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Recreation Assistant

Special Requirements

None.