



REFEREE II – ADULT SPORTS

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Recreation Leader

Approved: September 1, 2010
Revised: February 4, 2016
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of Recreation Leader, responsible to officiate adult sports leagues for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Monitors participants and spectators during sporting events to ensure a safe environment and follow proper protocol when accidents, injuries and incidents occur.
- Sets up and tears down equipment at the beginning and end of each shift.
- Officiates various adult sport league games.
- Tracks scoring, time outs taken and other information throughout the game and accurately record data on score sheets.
- Resolves conflicts or disputes including immediate follow up with an incident report.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.



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REQUIRED EDUCATION AND EXPERIENCE

- Minimum of 18 years of age.
- High school diploma or equivalent.
- CPR, AED and First Aid certifications, within 90 days of hire.
- One (1) year or more of experience officiating in a similar environment.

PREFERRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- CPR, AED and First Aid certifications, within 90 days of hire.
- Must present a positive and professional image.
- Ability and experience to lead and supervise children.
- Strong customer service and inter-personal skills.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains CPR, AED and First Aid certifications.
- One (1) year or more of experience officiating in a similar environment.



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DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- Demonstrated skills in public interaction.
- Follow and enforce all policies and procedures established by the Washington Township Recreation Center.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Ability to maintain a level of fitness that enables participation with the patrons during various programs.
- Any other physical requirements as job changes.