



**Job Description**

Responsible for coordinating, operating and supervising the adult volleyball league..

**Salary**

- Starts at: \$12.26/hour

**Location**

- Whitney Recreation Center

**Type of Position**

- Hours based upon program needs.
- Flexible hours, including evenings and weekends.

**Qualifications**

- Must be at least 18 years of age or older.
- Hold current CPR-AED/First Aid Certifications.
- Must have excellent communication and organizational skills.
- Must be able to complete tasks without direct supervision.
- Must have knowledge of and interest in the sport and the rules that govern it.
- Must have knowledge of field or court setup.
- Must have knowledge of basic tournament brackets.

**Essential Functions**

- Develop schedules for leagues and playoffs, set up fields or courts as necessary and record and post results.
- Communicating with managers, officials, and players through mailings, email, or telephone.
- Acknowledge, enforce and explain all department, park and facility policies, rules, and regulations.
- Maintain a consistent discipline policy with teams, managers, players, spectators and officials.
- Take appropriate actions to ensure the safety of all participants by preventing and responding to emergencies.
- Responsible for opening and closing the facility safely and securely.
- Complete any necessary records and reports.
- Promote a positive and cooperative image of St. Cloud Park and Recreation Department to the public.
- Complete any additional duties as assigned by Recreation Programmer.

**Physical Factors**

- Frequent: walking, sitting, moving equipment and lifting up to 50 lbs.