



Job Description

Responsible for coordinating, scheduling, operating and supervising the adult league programs. To operate a clean, safe, and organized concession stand, while providing excellent customer service, and a positive work environment for our employee's.

Salary

- Starts at \$13.05/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.

Typical Duties Performed

- Develop schedules for leagues and playoffs, set up fields 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.
- Assisting field maintenance in field prep – moving bases, chalking and raking fields.
- Responsible for opening and closing the facility safely and securely.
- Complete any necessary records and reports.
- Cleaning office area, concession stand and restrooms.
- Complete oversight and operation of concession stand.
- Maintain complete and accurate inventories and order forms accurately.
- Assists setup and breakdown of stand.
- Promote a positive and cooperative image of St. Cloud Park and Recreation Department to the public.
- Complete any additional duties as assigned by Recreation Supervisor.

Physical Factors

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