



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ATHLETIC ASSISTANT
(COMMUNITY RECREATION DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position assists with various administrative and operational duties for the City's athletic programs. Serves as lead worker. Reports to the Recreation Program Supervisor, Senior.

ESSENTIAL JOB FUNCTIONS

Assists the Athletic Office with various administrative and operational duties such as staffing, making phone calls, assisting with league registration, program marketing and preparing and monitoring sporting events.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances including acting as a liaison with coaches, participants, and spectators.

Sets up and breaks down equipment for various events and meetings to include performing some maintenance and custodial duties; monitors field usage to ensure participant safety through the proper use of equipment.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Office Administration** - Knowledge of office systems, practices, procedures and administration. Knowledge of general office equipment and personal computers to include word processing and related software.
- **Athletics** - Knowledge of athletic programs to include applicable sports rules and regulations.
- **Safety** - Knowledge of occupational hazards, safety precautions, and safety regulations related to athletic field maintenance and other work related precautions.
- **Customer Service** - Considerable knowledge of principles and processes for providing customer service.

REQUIRED SKILLS

- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and citizens.
- **Time Management** - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.
- **Computer Skills** - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.

REQUIRED ABILITIES

- **Communication** - Excellent ability to communicate complex ideas and proposals effectively so others will understand. Excellent ability to listen and understand information and ideas presented through spoken word or writing.
- **Manual Labor** - Ability to perform heavy manual labour for long periods of time, and in all types of weather conditions.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 1 - 2 years of related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history and sex offender registry check.

This position requires pre-employment medical examination.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10 - 20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.