



JOB DESCRIPTION

Job Title: Referee or Umpire, Levels I or II (Part-time, variable hour)

Department: Parks & Recreation Department

Reports To: Recreation Manager

Overtime Classification: Non-Exempt

Date: January 2019

Definition:

Officiate at the city's competitive athletic or sporting classes or events. Detect violations of rules and regulations during play, and impose penalties on teams or players, when necessary, according to established regulations.

Supervision:

Work under guidance and supervision of the Recreation Manager.

Essential Job Functions:

- Officiate at sporting games, classes, games or competitions to maintain standards of play and to ensure that the rules of the game are observed.
- Judge performances in sporting competitions in order to award points, impose scoring penalties and determine results.
- Signal participants or other officials to make them aware of infractions or to otherwise regulate play or competition.
- Inspect sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations.
- Keep track of event times, including elapsed time during game segments, starting or stopping play when necessary.
- Start competitions.
- Resolve claims of rule infractions or complaints by participants and assess any necessary penalties, according to regulations.
- Direct participants to assigned areas, such as starting blocks or penalty areas.
- Report to supervisor regarding activities, complaints made, and actions taken or needed, such as disciplinary actions.
- Confer with other sporting officials, coaches and players in order to provide information, coordinate activities and discuss problems.

- Teach and explain the rules and regulations governing a specific sport.
- Research and study players and teams in order to anticipate issues that might arise in future engagements or events.
- Make qualifying determinations, such as starting order or handicap number.
- Compile scores and other athletic records. Verify scoring calculations before competition winners are announced.
- Driving is an essential function of this position.
- Set up and take down of game equipment, as assigned.

Secondary Job Functions:

- Order recreation program materials and supplies.
- Respond to public inquiries in a courteous manner, providing information within the scope of knowledge or refer to appropriate individual.
- Perform other related duties, as assigned.

Qualifications:

Knowledge of:

- Rules, practices, techniques and equipment used for applicable athletic activities.
- Basic methods and techniques of scheduling.
- Principles and procedures of record keeping.
- Modern office procedures, methods and equipment, including computers and applicable computer software applications.
- Effective customer service techniques and principles, including skill in working with diverse populations.
- A range of communication formats and techniques.
- Effective stress-diffusing techniques.

Ability to:

- Learn the basic operations, services and activities of the city's athletics programs.
- Become familiar with the city's athletics facilities, including daily operations and equipment.
- Perform general physical activities.
- Develop and build teams by encouraging and building mutual trust, respect and cooperation among team members.
- Acquire information from a variety of relevant sources and evaluate information to determine compliance with standards and reach sound decisions.
- Effectively instruct others.
- Make decisions, solve programs, resolve conflicts and negotiate with others.
- Exhibit patience and respect others, even in stressful and contentious circumstances.
- Diffuse stressful situations.
- Establish and maintain effective interpersonal relationships coworkers and a diverse public population.
- Exhibit social perceptiveness by being aware of others' reactions and understand why they react in certain ways and recognize when there is a problem.
- Think critically, using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

- Communicate information and ideas clearly and in such a way that others easily understand you.
- Manage one's own time and the time of others.
- Remain fair and impartial.
- Maintain accurate records and files.
- Operate office equipment, including computers and supporting word processing and spreadsheet applications.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Coach and develop others
- Communicate clearly and concisely, both verbally and in writing.

Education and Experience:

Minimum Criteria:

Sufficient experience with assigned sports in order to be sufficiently familiar with various situations in order to deliver correct judgments. Equivalent skills, knowledge and abilities as noted within this job description to successfully and effectively perform all the functions of the position. Possession of or the ability to obtain First Aid/CPR Certification and blood borne pathogens training.

Preferred Criteria: (In addition to Minimum Criteria)

One year of experience working with athletic programs.

Special Requirements:

- Age 16, or older.
- Possession of a valid Washington State driver's license and a driving record that is considered satisfactory in accordance with city standards.
- American Red Cross CPR, First Aid and Bloodborne Pathogen Training or the ability to obtain this training within 6 months of starting this position.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing, standing, walking, stooping, kneeling, balancing for prolonged periods. Considerable use of arms and legs, as well as moving whole body. Visual acuity must be such to allow for effective performance of administrative tasks on a computer.
- **Frequent Demands:** Driving, climbing, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a compute; moderate lifting and carrying.