



## CITY OF DES PERES JOB DESCRIPTION

<b>Job Title:</b>	<b>Volleyball Official / Volleyball Clinic Instructor (Year Round Position)</b>
<b>Days:</b>	<b>Wednesday (6:00pm-9:00pm) Year Round / Friday (6:30pm-9:30pm) Fall &amp; Winter</b>
<b>Department:</b>	<b>Parks and Recreation</b>
<b>Reports To:</b>	<b>Sports &amp; Fitness Supervisor</b>
<b>Starting Pay:</b>	<b>Volleyball Official: \$20.00 per hour DOQ (3-6 hours per week) Volleyball Clinic Instructor: \$15.00 - \$20.00 per hour DOQ (1 hour per week)</b>

### Summary

This year-round volleyball official / volleyball clinic instructor position is responsible for officiating/instructing in scheduled volleyball games and programs sponsored or coordinated by the Parks and Recreation Department on Wednesday and Friday evenings. A high level of independent judgment is necessary to be an official/instructor. Officials/Instructors are under the direction of the Sports & Fitness Supervisor. Officiating is an area of expertise which requires knowledge of the game and strategy of sports in order to control the behavioral responses of players, coaches and spectators. The official's responsibility is to enforce the rules impartially and control the contest so that the players are afforded a positive game experience. The officials display self-confidence and a professional attitude/dress while officiating. Instructing is an area of expertise which requires knowledge of the game and strategy of sports in order to provide each participant with a positive outcome from the clinic. All instructors display self-confidence and a professional attitude/dress while instructing. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

**Essential Duties and Responsibilities include the following, however other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Arrive 15 minutes prior to game/clinic time to check the equipment and playing court condition.
- Be neat and wear your official uniform and have a whistle at all times. The uniform will consist of a Lodge Des Peres polo shirt, khaki pants or shorts, and tennis shoes.
- Be consistent – a team can adjust to a consistent official. This will make your job easier.
- Appear confident in your decisions; a team will notice indecisiveness and begin to question all decisions.
- Remember that the contest is under your control from start to finish, including time outs, half time, etc.
- Control your temper – a calm official gains respect.
- Attend staff meetings as requested by the Sports Supervisor.
- Notify the Sports & Fitness Supervisor and Supervisor on Duty as soon as possible if unable to work due to illness or emergency.
- NEVER leave during your scheduled shift until you have informed the Supervisor on Duty or Sports & Fitness Supervisor.
- Working your shift and if not able to, find a sub and submit this information to the Sports & Fitness Supervisor ASAP.
- Constantly updates oneself on new information and changes occurring throughout the facility.
- Utilize resources and problem solving skills.
- Maintain a clean and safe environment by monitoring the courts constantly and addressing any safety or cleanliness issues immediately.
- Act in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
- Enforcement of facility policies and City rules and regulations.

- Report problems, suggestions or equipment issues immediately to the direct supervisor.
- Fill out timesheets correctly and in a timely manner.

### **Education and Experience Required**

A high school diploma and some college is preferred. One year related work experience is preferred. American Red Cross CPR and First Aid certification preferred.

### **Knowledge, Skills and Abilities**

Knowledge of

- Rules of Play standard to the game of volleyball and as modified by the City and the ability to enforce such rules
- Clerical practices and standards

Ability to

- Demonstrate professional public relations skills, effective interpersonal and communications skills
- See play with sufficient clarity to make accurate decisions
- View and understand any films and training given on officiating
- Repeatedly and quickly traverse the court to monitor play
- Exercise independent judgment within the limits of the position
- Work week nights on Wednesdays and Fridays
- Establish and maintain effective, harmonious, cooperative, and productive working relationships with other participants including coaches, players, supervisors, and other employees of the Parks and Recreation Department

### **Language and Mathematical Skills**

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals.

**Mental and Physical Demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.**

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear.

### **Work Environment**

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.