

MANHATTAN PARKS AND RECREATION DEPARTMENT
Job Descriptions - Fall and Winter 2010

NOTICE: *If you don't indicate a position, you won't be considered!* *Three (3) position choices maximum.*

FLAG FOOTBALL REFEREE **\$13.00/game**

The essential function is acting as head official for youth flag football games, played Sunday afternoons, Saturday mornings and some weeknights during September, October, and November. Must have played and/or officiated football at least one year, and attend all scheduled training clinics.

FLAG FOOTBALL OFFICIAL **\$11.00/game**

The essential function is to officiate youth flag football games on Sunday afternoons, Saturday mornings and some weeknights during September, October, and November. Must attend all scheduled training clinics.

FLAG FOOTBALL CHAIN GANG **\$7.25/hour**

The essential function is being responsible for monitoring a first down marker during youth flag football games. Games are played Sunday afternoons, Saturday mornings and some weeknights throughout September, October, and November. Must attend scheduled training clinics.

YOUTH SOCCER REFEREE **\$12.00/game**

The essential function is to work as the official for all youth soccer games for the 1st-8th grade leagues. Games played weeknight evenings and Sunday afternoons in September, October, and early November. USSF certification preferred, but not required.

YOUTH SOCCER OFFICIAL (WILDCAT) **\$12.00/game**

The essential function is to work as an official for all youth soccer games in the Wildcat League (ages U8-U14). Games are played on weekends and some weeknight evenings in September, October, and early November. USSF certification is required for all games.

PROGRAM/FACILITY SUPERVISOR (Flag Football & Soccer) **\$8.25/hour**

The essential function is being responsible for setting up fields and monitoring games for youth flag football and soccer. Should be aware of any possible disturbances and emergencies and possess a knowledge of first aid. Individual should be alert and work well with the public. Program will run during September, October, and November. Previous playing or coaching experience necessary.

YOUTH VOLLEYBALL OFFICIAL **\$11.00/match**

The essential function is to officiate youth and adult volleyball games in afternoons and evenings during fall and winter. Previous experience necessary, and must attend scheduled training clinics.

ADULT VOLLEYBALL OFFICIAL **\$15.00/match**

The essential function is to officiate youth and adult volleyball games in afternoons and evenings during fall and winter. Previous experience necessary, and must attend scheduled training clinics

INTRAMURAL BASKETBALL OFFICIAL **\$10.00/game**

The essential function is to officiate intramural basketball games. Must be knowledgeable of the sport of basketball and its rules. Will work all or part of the intramural season lasting from October to March.

INTRAMURAL SUPERVISOR **\$8.25/hour**
Must be knowledgeable of sporting events and get along with youngsters. Will work from October to March.

INTRAMURAL SCOREKEEPER **\$7.25/hour**
The essential function is being responsible for keeping accurate scorebook and running score clock for high school intramural basketball games. Games are played weeknight evenings from late November to early March. Previous experience preferred. Must attend scheduled training clinics.

ADULT & WILDCAT LEAGUE BASKETBALL OFFICIAL **\$17.00/game**
The essential function is to officiate adult basketball games in the evenings from November to March. Must be or become registered with Kansas State High School Activities Association and attend scheduled training clinics.

YOUTH BASKETBALL SCOREKEEPER **\$7.25/hour**
The essential function is being responsible for keeping accurate scorebook and running time clock for youth basketball games. Leagues are held Sunday afternoons January to March. Previous experience preferred and must attend scheduled training clinics.

YOUTH BASKETBALL REFEREE **\$12.00/game**
The essential function is being responsible for officiating youth league basketball games Saturday mornings or Sunday afternoons from January to March. Experience playing basketball is preferred. Attendance at scheduled training clinics is mandatory.

ADULT SOFTBALL UMPIRE **\$16.00/game**
The essential function of this position is to umpire adult men's, women's, and co-rec softball games in the evenings during September and October. Previous experience needed. Registration with USSSA is required. Must attend all scheduled meetings and clinics.

ADULT SOFTBALL SCOREKEEPERS **\$7.25/hour**
The essential function of this position is to keep an accurate scorebook and announce at city league/tournament softball games. Will work evenings and weekends during September and October. Previous experience preferred, and must attend all scheduled meetings and clinics.

ADULT SOFTBALL PROGRAM SUPERVISOR **\$8.25/hour**
The essential function of this position is supervising at Twin Oaks during city league softball/baseball games. Responsibilities include unlocking press boxes, turning on lights and handling disturbances and emergencies. Must possess basic first aid knowledge and relate well with the public. Will work Sunday-Thursday evenings during September and October.

FACILITY SUPERVISOR **\$7.50/hour**
The essential function is supervision of the City Auditorium, Community Building, and Train Depot during evening and weekend hours. Duties include unlocking and locking building, checking out and setting up equipment, and cleaning duties. Activities include volleyball, basketball and special events. Must be a reliable, punctual and responsible individual. Activities are scheduled year-round.

PROGRAM SUPERVISOR / SCOREKEEPER **\$8.25/hour**

The essential function is acting as the onsite coordinator for various adult and youth sports programs, including volleyball, baseball, basketball, and dodgeball. Will be expected to keep score during all games and responsible to secure officials if there is a no show. Other duties include unlocking and locking the building, checking out and setting up equipment, and cleaning responsibilities. Previous experience in playing and score keeping necessary.

VOLLEYBALL SCOREKEEPER (Youth and Adult) \$7.25/hour

The essential function is keeping score on Sunday afternoons at youth volleyball games or weeknight evenings for adult volleyball games. Volleyball season runs from September to April. Previous playing experience preferred.

ICE RINK ATTENDANT \$7.25/hour

The essential function is supervising and attending an indoor ice rink during winter months. Responsibilities include opening and closing facility, selling admissions, and concessions and attending to and maintaining the rink. Hours are 3-8 p.m. weekdays, and 1-9 p.m. weekends. The ice rink will be open from November-February.

ICE SKATING INSTRUCTOR \$8.75/hour

The essential function of this position is to instruct youth and adults in basic ice skating techniques. Experience required in ice skating. Must be knowledgeable of skating fundamentals, and must enjoy working with youth and adult participants. The lessons program is held in January and February, with youth classes held Saturday mornings and adult classes held Tuesday evenings.

ICE HOCKEY INSTRUCTOR \$8.75/hour

The essential function of this position is to instruct youth in the fundamentals of ice hockey. Must be an experienced skater and possess knowledge of the fundamentals and rules of ice hockey, and must enjoy working with youth. Sessions are held for two hours Monday evenings in January and February.

HOMESCHOOL P.E. INSTRUCTOR \$8.75/hour

The essential function of this position is to instruct youth in the fundamentals of basic sports and activities. Must enjoy working with kids ages 5-14. Hours are Tuesday and Thursday from 12:30-5:00 p.m. for ten weeks (September 12-November 16).