

**Position Title: Sports Management Intern**

**Department: Parks, Recreation, and Culture**

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**Employment Status: Seasonal**

**FLSA Status: Non-Exempt**



**GENERAL NATURE OF WORK:** This is seasonal work overseeing the adult softball leagues in the Parks, Recreation, and Culture Department. An employee in this class is responsible for a variety of softball specific tasks at the playing fields. Duties are performed under the direction of the Recreation Program Supervisor.

**EQUIPMENT & JOB LOCATION:** This position requires general knowledge of adult softball, its rules and equipment. The primary work site is Rotary Park.

**ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.*

- Checks and inspects softball diamonds for readiness and safety; performs minor field repairs as necessary.
- Distributes softballs for use in games; collects softballs at the conclusion of each game.
- Distributes scorecards and umpire sign-in sheets for each game; collects scorecards and umpire sign-in sheets at the conclusion of each game.
- Contacts the softball officials' designated individual when an umpire does not appear for a scheduled game.
- Maintains the league standings for publication; turns in standings, scorecards, and umpire sign-in sheets to the Department of Parks, Recreation, and Culture on a weekly basis. Send current standings to local media and teams.
- Observes each game; enforces park policies, rules, and regulations.
- Records information pertaining to unusual occurrences, cancelled games, forfeited games, fights, and expelled/ejected players. Communicate these incidents with supervisor.
- Responsible for softball diamond lighting; turns lights on and off as necessary.
- Communicate with umpires, team managers and Recreation Program Supervisor.
- Reschedule rained out games; arrange fall tournament

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Responds to complaints from softball players.
- Record team scores
- Update league schedules as needed
- Performs other duties as assigned.

**City of Beavercreek**  
*An Equal Opportunity Employer*

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**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

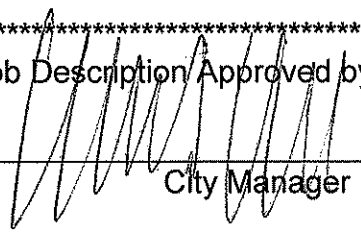
- Ability to establish and maintain effective working relationships with City officials, fellow employees, other City employees, and the general public.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- General knowledge of the rules of softball, scorekeeping, and the calculation of softball standings.
- Skill in dealing firmly, tactfully, and courteously with the general public.
- Ability to understand and follow oral and/or written instructions.
- Ability to work under the direction of the Recreation Program Supervisor.
- Possession or ability to obtain promptly certification in CPR/AED (Adult) and First Aid.

**DESIRABLE TRAINING AND EXPERIENCE:**

- Must be enrolled at an accredited college or university working towards a baccalaureate degree or graduate degree in sports management, recreation management, physical education or a related field during their employment with the City of Beavercreek.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possess and maintain a valid Ohio Driver's License.
- Ability to work other than normal working hours, and to work various shifts as necessary.

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Job Description Approved by: \_\_\_\_\_  
 City Manager  
\_\_\_\_\_ 12/7/10 \_\_\_\_\_  
Date

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Employee Signature  
\_\_\_\_\_  
Date

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