



## Job description

### YMCA of Catawba Valley Job Description

**Position:** Sports Official/Field Supervisor **Branch:** Sally's YMCA  
**Reports To:** Sports Director **Classification:** PT, Non-Exempt

#### General Function:

Under the general direction of the Sports Director and consistent with the Christian mission and the policies and procedures set forth by the YMCA of Catawba Valley, the Sports Official/Field Supervisor is responsible for all aspects of officiating a sports contest or game and helping program participants.

#### Know How:

1. Strong understanding and knowledge of the specific sport to be officiated.
2. Must have certifications and/or specific training of specific sport preferred.
3. Must have excellent communication skills.
4. Must have good interpersonal skills.

#### Principle Activities:

The Sports Official/Field Supervisor is responsible for:

1. Assessing the playing field and weather conditions to ensure safety for all players as required
2. Meeting with coaches prior to the start of the games to ensure understanding of any rules variations that might be in effect
3. Arriving at least 15 minutes before the start of games
4. Ensuring that games begin and end at the scheduled times
5. Serving as a positive role model to players, parents, coaches, and fellow officials by enforcing all rules, demonstrating good sportsmanship and officiating fairly and consistently with the YMCA of Catawba Valley sports philosophy
6. Adhering to and maintaining the employee's code of conduct and safety policies and procedures
7. Being well-groomed at all times and reporting to work properly dressed
8. Any other duties assigned by the Sports Director or Executive Director.

#### Physical Requirements:

The Sports Official/Field Supervisor must represent the organization in a professional image. He/she must be able to maneuver the grounds and facilities freely and be capable of speaking clearly.

Walking  Sitting  Climbing  Crouching

Stooping  Standing  Kneeling  
 Carrying (50lbs)  Pushing  Lifting (50lbs)

**Safety Policy:**

The Sports Official/Field Supervisor will be responsible for observing the following rules.

1. No Alcohol or drugs will be used on the job at any time.
2. Report all job accidents the same day the accident happens.
3. Obtain authorization from your supervisor for all non-emergency treatments for accidents.
4. Wear seat belts at all times in company vehicles
5. Keep the area where you work clean and neat at all times.
6. Do not remove or bypass any guards on any machinery at any time.
7. Ask you supervisor when you need additional equipment or instructions to get the job done safely.
8. Lift with your legs, not your back, and get assistance with loads over 50 pounds.
9. Advise your supervisor of any hazardous conditions.
10. Follow all other written and spoken safety rules.

**Effect on End Result:**

The Sports Official/Field Supervisor represents the YMCA in a professional, courteous, friendly, and helpful manner to members and prospective members. The Sports Official will provide honest, fair officiating and serve as a positive role model to YMCA's members and prospective members.

**Introductory Period:**

A 90-day review will be conducted after the employee start date. The purpose of such an initial introductory period is to provide an opportunity for both the YMCA of Catawba Valley and the new employee to assess their respective satisfaction and suitability to the job.