



Softball League Staff

North Clackamas Parks and Recreation District has an immediate need for reliable, hard-working part-time employees. NCPRD Sports division is currently hiring Softball League Staff to support NCPRD Adult Softball leagues game day operations at Nelson Sports Complex in Happy Valley, Oregon.

Responsibilities:

Job duties may include, but are not limited to:

- Responsible for opening, closing and site supervision of recreational activities and programs for youth and adults at NCPRD Sports facilities, including practices, leagues, and tournaments.
- Communicating and enforcing permitted use of the facility to the appropriate users.
- Field set-ups and general maintenance for a variety of leagues or tournaments.
- Enforcing and explaining NCPRD facility rules, policies and procedures to spectators and participants to ensure a safe and enjoyable recreational environment for all.
- Entering league and tournament games scores in web-based scheduling system and brackets.
- Writing reports and keeping manual records regarding daily activity, accidents and incidents that occur on park grounds or in school or community facilities during hours of operation.
- General maintenance duties including facility conditions and safety checks, picking up and emptying trash, and monitoring of restroom facilities for cleanliness and supplies.
- Representing NCPRD Sports and the Parks District in a professional manner.

Qualifications:

- Combination of education and experience, which provides the knowledge, skills, and abilities to perform the work. Previous recreation or youth/adult sports league and tournaments experience is desirable.
- Ability to deliver excellent customer service and communicate in a positive manner with all age groups.
- Must be self-motivated, can work independently, and possess good reasoning/problem solving skills.
- Ability to maintain order and effectively communicate park rules, policy and procedures.
- Must be able to work in a variety of weather conditions with exposure to the elements.
- Ability to lift and carry up to 50 pounds to perform job duties above.
- Basic computer and internet skills.
- Ability to pass First-Aid/CPR certification within 30 days of hire.
- Will be required to pass a criminal history background check.
- Must possess a valid driver's license and have a clean driving record.

Hours and Compensation:

- Must be able to work Sundays and evenings.
 - Sundays 11:30am-5:00pm or 3:00-11:30pm.
 - Weeknight hours are typically 5:30-11:30 PM. Hours vary by season.
 - Spring Season is Sundays only: April 7-May 19.
 - Summer season: June 2-August 1. Additional hours available in other program areas.
- Compensation is \$16.00 per hour.

- Estimated 8-20 hours per week depending on facility schedules.

To Apply: Candidates should email their resume to Josh Brandl at JBrandl@ncprd.com. Please indicate the position you are applying for in the email subject line.