	CITY OF ALBANY **POSITION DESCRIPTION** **RECREATION ASSISTANT - UMPIRE**

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Recreation Assistant – Umpire	Manager Recreation Service
LEVEL: Level 1, City of Albany Industrial Agreement 2023	↓ Recreation Programs Officer
DIRECTORATE: Community Services	↓ Recreation Assistant - Umpire
REPORTS TO: Recreation Programs Officer **RESPONSIBLE FOR:** N/A	

3. POSITION OBJECTIVE

This position is responsible for working in a support role to:
- Provide a professional and courteous service to all customers both internal and external.
- Deliver and assist in the provision of multi-sport umpiring.
- Assist in maintaining a clean and safe centre.

4. KEY RESPONSIBILITIES

General
- Level 1 Umpiring - provide umpiring services to multiple sports including netball and basketball.
- Ensure that equipment for matches is set up and removed as required.
- Assist with the maintenance of the ALAC facilities as required.

Interpersonal Skills/Customer Service
- Provide a level of service to all customers in line with customer service standards to ensure customer satisfaction.
- Address and resolve issues as they arise, informing immediate supervisor of the outcome.
- Take the initiative in building relationships across the business and within sporting groups making sure a trusted relationship is fostered.

Work Health and Safety
- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

5. REQUIREMENTS OF THE JOB

Skills
- Good Interpersonal and customer service skills
- Ability to work in a small team environment.
- Time management skills
- Able to undertake physical tasks associated with recreation programs.
- Ability to effectively umpire various sporting games.

Experience and Qualifications
- Previous experience in umpiring or coaching role (desirable)
- National Police Clearance
- Working with Children Check

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
        (Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above)   *(Please print)*

DATE: _____