



**JOB TITLE: UMPIRE/REFEREE–RECREATION DEPT.**  
**CLASSIFICATION: PART TIME HOURLY**  
**SUPERVISOR: ATHLETIC SUPERVISOR**

POSITION SUMMARY:

The Umpire/Referee will directly control games by calling all rules associated with a particular game. The Umpire/Referee will keep coaches and players under control during games. The employee will also keep time (length of game) during play.

The Umpire/Referee must have prior knowledge of the sport they will be offering.

QUALIFICATIONS:

- The Umpire/Referee must be at least 18 years old.
- This person must be knowledgeable in general baseball, softball, and basketball rules and the specific league umpiring/refereeing.
- Must be responsible and strong willed.

EDUCATION AND EXPERIENCE:

- The Umpire/Referee must have previous knowledge of the sport they are going to be officiating.
- This position is a high school graduate minimum education level and must be a legal adult.

HOURS:

- The Umpire/Referee's hours are a minimum of 1 hour a week to a maximum of around 30 hours a week.

ESSENTIAL FUNCTIONS:

- Ensure program activities are conducted safely and conducted according to all safety guidelines. Memorize the rules of baseball, softball, and basketball and the specific league rules working in.
- Wear Wauconda Park District umpire/referee shirt at all times.
- Wear proper safety equipment at all times during games.
- Attend all training sessions.
- Call all pitches, make all calls on bases and in outfield or on court.
- Control play on the field/court and keep coaches and spectators under control.
- Arrive at least 15 – 30 minutes before game time.
- Discuss rules and ground rules with coaches before the game begins.
- Be vocal and self-assured while making calls.
- Discuss any problems you may have with the Athletic Supervisor as soon as possible.
- Perform other duties as assigned.

MARGINAL FUNCTIONS:

- Work area can be in or outside – various weather conditions.
- Cooperates and assists in the investigation of accidents.
- Attends all required safety program and in-service education meetings.
- Treats public complaints and concerns with the utmost attention. Is courteous in all cases.
- Pays strict attention to housekeeping of work area(s) and general facility.

PSYCHOLOGICAL CONSIDERATIONS:

- Employee must work closely with co-workers and the general public.
- Experience ongoing concerns for all safety issues.
- Employee must have ability to deal with other people under stressful situations.
- Employee may have to work under stressful situations when First Aid or CPR as required.

PHYSICAL DEMANDS:

- Requires frequent sitting, walking, balancing, stooping, kneeling, crouching.
- Requires occasional reaching, handling, fingering, feeling.
- Requires medium (40-50 lbs.) strength.

ENVIRONMENTAL CONSIDERATIONS:

- Employee must park in exposed parking lot with potential of walking ¼ mile.
- Work is performed outside including variable weather conditions.
- Work will also be indoors in a smoke free environment. Temperature is controlled, as is the lighting.
- Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

- Must be knowledgeable of all league rules – general and specific league working in.
- Cooperates and assists in the investigation of accidents.
- Attends all required safety program and in-service education meetings.
- Treats public complaints and concerns with the utmost attention. Is courteous in all cases.
- Pays strict attention to housekeeping of work area(s) and general facility.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**

Employee Name: \_\_\_\_\_

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