



**Job Title:** Sports Facilities/Concession Assistant  
**Department:** Parks & Recreation  
**Reports to:** Sports Facilities/Concession Coordinator  
**Shifts:** M-TH evenings (possibility for some Fridays)

**Classification:** Seasonal  
**Division:** Programming  
**Duration:** Seasonal Part-Time  
**Hourly Wage:** \$14/hour

### **Position Overview:**

The Sports Facilities and Concessions Assistant is a seasonal, entry-level position responsible for supporting evening recreational leagues, sports facility operations, and concession stand activities for the City of St. Marys Parks & Recreation Department. Under the supervision of the Sports Facilities/Concessions Coordinator, this position assists with facility oversight, concession operations, and customer service to ensure safe, organized and enjoyable experiences for participants and spectators.

This position works primary evening hours and requires flexibility, reliability, and a positive customer-focused attitude.

### **Essential Duties & Responsibilities**

#### **Sports Facility and League Support**

- Assist with the opening, closing, and monitoring of sports facilities during evening recreational leagues.
- Provide on-site support during basketball, volleyball and other sports programs as assigned.
- Help monitor participant behavior and facility use to ensure compliance with department policies and league guidelines.
- Serve as point of contact for participants and spectators for basic questions or assistance.
- Report facility issues, safety concerns, or equipment needs to the Sports Facilities and Concessions Coordinator.

#### **Concessions Support**

- Assist with daily operations of the Benzinger Park concession stand, including food preparation, service and cleanup.
- Operate point-of-sale systems and handle cash transactions in accordance with departmental procedures.
- Maintain cleanliness, organization and food safety standards within the concession area.
- Assist with restocking supplies and inventory under supervision.

#### **Safety and Customer Service**

- Remain attentive to participant safety and facility conditions throughout assigned shifts.
- Respond appropriately to minor incidents or concerns and notify supervisory staff as needed.
- Model professionalism, respect, and positive customer service at all times.



### Teamwork and Department Support

- Work collaboratively with fellow staff and supervisors to ensure smooth operations.
- Assist with setup, breakdown, and general support for leagues, tournaments, or special events.
- Perform additional job-related duties as assigned.

### Supervision

- This position reports directly to the Sports Facilities and Concessions Coordinator.
- All schedule, assignments, and work directions are provided by the Sports Facilities and Concessions Coordinator.

### Required Skills & Qualifications:

- Enrolled in a PA Accredited University or college.
- Ability to work evening hours consistently.
- Strong customer service skills and ability to interact professionally with the public.
- Ability to follow instructions, work as part of a team, and maintain reliability.
- Valid Pennsylvania's driver's license with a clean driving record preferred.
- Ability to obtain First Aid and AED certification if required.
- Successful completion of all pre-employment clearances, including PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Criminal Background Check.

### Preferred Skills & Qualifications:

- Experience working concessions, customer service, or recreational programs.
- Familiarity with sports facilities or recreational leagues.
- American Red Cross Community First Aid and Safety certification

### Working Environment & Expectations:

- Primarily evening hours with flexibility in scheduling based on league and facility needs.
- Ability to stand, walk, lift, and move equipment or supplies as needed.
- Work may occur indoors or outdoors depending on the weather and the program.

### Application Process:

- Complete the application online ([www.stmaryspa.gov](http://www.stmaryspa.gov)) by submitting a resume with 3 professional references.



**This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Individuals may be requested to perform job-related responsibilities and tasks her than those stated in this specification. Any essential function or requirement of this job will be evaluated as necessary should an individual be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the individual when possible.**

**Sports Facilities/Concessions Coordinator Job Description Approved:**

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City Manager

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Date