



GEM COUNTY RECREATION DISTRICT JOB ANNOUNCEMENT

DATE: 6/16/2026

JOB TITLE: Athletic Assistant
DEPARTMENT: Recreation
REPORTS TO: Director
SALARY: \$16 an hour
CLOSING DATE: Open until filled.
TYPE OF JOB: Hours vary based on sport season 31 hours in a week is the max with evenings and Saturdays required

Mission Statement

The Athletic Assistant supports the operations of youth and adult sports programs by monitoring games and practices, managing equipment inventory, and providing on-site supervision and communication. This role ensures the safety, organization, and positive experience of participants, coaches, referees, and families during athletic events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor all scheduled practices and games to ensure rules and guidelines are followed.
- Supervise referees and coaches during games and practices; address concerns and report significant issues to the Recreation Director.
- Maintain and monitor inventory of athletic equipment; ensure all equipment is in safe, working condition.
- Check in and out equipment to coaches and track returns.
- Communicate with parents and spectators during events to provide information and address questions or minor concerns.
- Act as a liaison between the GCRD and program participants to maintain program quality.
- Provide support in setup and breakdown of game/practice sites, including field/court preparation.
- Report any issues, incidents, or injuries to the Recreation Director promptly.
- Enforce facility rules and ensure a safe and respectful environment for all participants.
- Assist with minor administrative tasks as needed, such as logging equipment use or submitting reports.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience with group management and organization
- Excellent leadership, motivation, team building, and conflict resolution skills
- Maintain a positive attitude and mindset in all work assignments.
- Ability to work independently and within a team environment.
- Excellent verbal communication skills for all ages and abilities for regular communications, negotiations, presentations and course instruction with clientele.
- Data management and/or inventory management, preferred

SPECIAL QUALIFICATIONS

- Possession of a valid Idaho driver's license.
- Possess a valid CPR and Stop the Bleed Certification. (Or ability to attain within 3 months of hire date)

- Must be at least 20 years of age.
- Must pass a background check

WORKING CONDITIONS

- Majority of work is performed outdoors or in gymnasium settings
- Requires standing for extended periods and some physical labor (lifting sports equipment up to 40 lbs).
- Will work in varying weather conditions

APPLICATION PROCESS

Applications can be picked up and turned in to the Gem County Recreation District at 212 E. 3rd Street, Emmett, ID 83617 in person or by mail.

Questions regarding this job opening should be addressed to abra@gemcountyrecreation.com

Applications will be accepted until the position is filled.

DISCLAIMER:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Employee Signature

Date