



6651 SW Capitol Highway, Portland, OR 97219  
P: 503.244.0111 F: 503.245.4233 [www.oregonjcc.org](http://www.oregonjcc.org)

JOB TITLE: Sportsplex Attendant  
DEPARTMENT: Sports  
REPORTS TO: Sports Manager  
COMPENSATION: \$8.50 - \$10.50/hr

TO APPLY: Obtain an application from the Mittleman Jewish Community Center, 6651 SW Capitol Highway, Portland, OR 97219, 503-244-0111; or at our website: [www.oregonjcc.org](http://www.oregonjcc.org). **A signed, completed application is required; submission of a resume is optional and does not replace the application form.** Please return your application to the attention of the MJCC Human Resources Office at the address noted above. The MJCC is an Equal Opportunity Employer.

---

**Job Summary:** The Sportsplex Attendant is responsible to maintain, oversee and provide excellent customer service to participants in the soccer leagues, rentals and soccer related programs.

**Essential Job Functions:**

- Ensure the safety of the participants and if necessary, provide first aid.
- Report all incidents/accidents to supervisor immediately and complete the necessary forms
- Ensure equipment is properly maintained and is in safe working condition. Be alert for any safety concern and report any hazards or unsafe conditions
- Responsible for securing the Sportsplex area
- Greet all participants, provide information and assistance whenever needed
- Keep supervisor informed of members needs and concerns
- Ensure the proper use of the facility and equipment
- Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem evaluation.
- Practice safe work habits and contribute to the safety of self, co-workers and the guests.

**Secondary Functions:**

- Provide excellent customer service.
- Solve problems with a “can-do” attitude and provide follow up in a timely efficient manner
- Treat employees, members and vendors with respect and courtesy.
- Maintain accurate participation records
- Attend staff meetings as required by supervisor
- Perform other duties as assigned

**Qualifications:**

- Six months of responsible experience supervising participants (e.g. leagues, intramurals, coaching) in a sports setting.
- Excellent written and oral communication skills
- Ability to deal tactfully, courteously and effectively with participants and staff
- Knowledge of the principles and practices of health and safety precautions
- Maintain a current First Aid and CPR certifications

**Physical Requirements & Working Conditions:** Duties may include standing for prolonged periods of time. Work will require bending, lifting and carrying up to 40 lbs with extensive walking throughout the Center. Light equipment set-up and take down.