

HOURS OF OPERATION

Monday-Friday 10 am–8 pm

Saturday 10 am–3 pm

Sunday 10 am–3 pm

WEB

www.ocsc Katy.com

EMAIL

info@ocsc Katy.com



ADDRESS

1808 Woodcreek Bend Ln

Katy, TX 77494

PHONE

(281) 395-6736

VOLUNTEER/CONTRACT LABOR PROGRAM

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Open Court Sports Complex (OCSC) offers many special events throughout the year in which volunteer / contractors are essential to assist with activities.

As a volunteer / contractor, you have an opportunity to learn and enhance your own professional abilities, such as:

Ability to Work with Others. Teamwork. Communication. Organization and Time Management. Reliability. (If you are early, you are on time. If you are on time, you are late. If you are late, you don't get the job.)

Problem-Solving. Training. Stress Management. Ability to Work Under Pressure. Attention to Details.

Critical thinking "is mode of thinking about any subject, content, or problem and the analysis of facts to form a judgment" — which will inevitably lead to solving the actual problem or discourse. Use your best judgment.

Resiliency Training. This requires stamina. But remember, take a knee when needed. Keep your mental well-being in check.

Part of being a great volunteer / contractor is loving what you're doing. Find something that you're passionate about or something that inspires you, and then find a need in your community. There are dozens of reasons why you should volunteer / contractor -

- Helping others
- Making a difference
- Finding purpose
- Connect with your community
- Use your skills in a productive way
- Develop new skills
- Further develop areas of interest
- Strengthen your resume

VOLUNTEER / CONTRACT LABOR ASSISTANCE for SPORTS

OCSC relies on volunteer / contractors to with sporting events, facility care, customer service, etc. Junior high, high school, college students may volunteer for hours or if working a specific event, may receive compensation.

VOLUNTEER / CONTRACTOR INSTRUCTORS/GROUP LEADERS

If you have a special skills or knowledge base you would like to share with others such as art, athletics, nutrition, or literature we welcome you to submit your information.

TIME COMMITMENT

This is up to each individual. Some individuals may wish to volunteer / contractor on a regular basis in the same capacity while others may wish to volunteer / contractor for the occasional special event. It is important to understand that once a volunteer / contractor has committed

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to an event or program, their reliability and attendance is important to the success of that event or program.

SUPERVISION

While serving as a volunteer / contractor, your duties will be supervised by the Facility Manager. It is your responsibility to notify the FM of any changes to your availability, if you will be late or cannot make it your scheduled volunteer / contractor shift.

REQUIREMENTS

A good attitude and motivation is the key to a successful start.

APPLICATION

All volunteer / contractors must complete the Volunteer / contractor Application indicating area of interest. Volunteer / contractor positions requires the completion of the volunteer / contractor application For certain positions, a more detailed selection process such as an interview may be required to ensure a good fit between the volunteer / contractor and the program.

AGE

Volunteer / contractors must be 14 years or older with parent/guardian consent). Any volunteer / contractor younger than 16 years old requires a parental signature to volunteer / contractor.

BACKGROUND CHECK

Volunteer / contractor positions require a criminal background check for working in a facility directly related to children.

EXPECTATIONS

APPEARANCE

Your personal appearance conveys a general impression to the public. Your attire, including jewelry, should be in good taste, clean, neat and appropriate for the duties being performed. You will wear a volunteer / contractor identifying vest will on duty.

PUNCTUAL IN REPORTING FOR DUTY

In order to provide efficient service to our Guest, volunteer / contractors are required to report on time as scheduled.

CODE OF CONDUCT

One of OCSC's core beliefs is to provide a place to learn and grow. Positive attitudes keep the facility fun. In order to ensure the health, safety and welfare of our Guest, OCSC and staff will adhere to and enforce our policies.

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DRUG-FREE WORKPLACE

OCSC is a drug-free facility. The possession, use, or distribution of illegal drugs and-or alcohol is prohibited. Persons violating this policy will be dismissed and banned from Open Court Sports Complex.

SMOKING AND TOBACCO USE

Use of tobacco products is prohibited.

COMMUNICATION WITH TO OCSC PERSONNEL

Professional and effective communication should be used at all times when interacting with your peers, OCSC employees and supervisor. Respond to phone call messages and emails in a timely manner.

INTERACTION WITH CUSTOMERS AND PROGRAM PARTICIPANTS

Volunteer / contractors are expected to interact and communicate with customers in the same manner as any other OCSC employee with respect and courtesy. You are representing the Open Court Sports Complex while fulfilling your volunteer / contractor duties. If a customer has a question or comment in which you cannot address direct them to your supervisor or to customer service for assistance.

TRAINING

Volunteer / contractors are required to attend training as designated by the volunteer / contractor role. Volunteer / contractors working as special event assistants may only require an orientation of the event and review of emergency action procedures before the event begins. Volunteer / contractor/Contractor staff, just as paid staff, will receive a clear, complete, and current description of the duties and responsibilities of the position which they are expected to fill.

Prior to any Volunteer / contractor assignment or recruitment effort, a position description must be developed for each Volunteer / contractor position. This position will be given to each accepted Volunteer / contractor and utilized in subsequent management and evaluation efforts. Position descriptions should be reviewed and updated at least every two years, or whenever the work involved in the position changes substantially.

All position descriptions shall include a description of the purpose and duties of the position, a designated supervisor and worksite, a timeframe for the performance of the job, a listing of job qualifications, and a description of job benefits.

The Volunteer / Contractor positions and duty descriptions are as followed:

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Service Support Volunteer / Contractor

- Reception
- Facility Care

Tournament Volunteer / Contractor/Contractor

Capacity Moderator

Score Table

Statistician

Cafe

REPORTING / PAPERWORK

Volunteer / contractors are required to report any safety hazards, concerns or issues that need attention to their supervisor or Volunteer / contractor Coordinator. Completing and submitting paperwork may be a part of your volunteer / contractor duties depending on your role.

SAFETY / RISK MANAGEMENT

Safety is the job is the responsibility of every OCSC employee and volunteer / contractor. With proper precautions, most accidents on the job can be prevented. Therefore, every employee and volunteer / contractor must at all times be careful, attentive, alert and follow proper safety procedures.

If interested in volunteer / contractor opportunities, please visit our volunteer website page at <https://www.ocsc Katy.com/volunteer> or call 281-395-6736.