



## SCOREKEEPER

**DEFINITION AND PURPOSE:** Under the general direction of the Sports Coordinator, the Scorekeeper will be responsible for keeping score for various District sports leagues, setting up for games and reporting issues that arise during the season or various District sports leagues.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Knowledge of the basic rules of basketball, softball and volleyball
- Keeping score of District sports league games. This includes but is not limited to softball, basketball and volleyball
- Ensuring that score sheets are completely filled out and placed in the proper place for pick-up
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Ensuring that participants are abiding by District policies
- Responds quickly to all safety related issues
- Reporting issues such as safety, player conduct, and official's conduct
- Taking reports of accidents, incidents, etc. and notifying the Sports Coordinator immediately
- Secures score booth, operates and secures score consoles and field lights
- Notifies the Sports Coordinator when supplies need restocking in the score booths and the gymnasiums

### NON-ESSENTIAL JOB FUNCTIONS:

- Assisting in the set up for games. This includes setting up tables, chairs, putting out bases, nets and other various equipment
- Assisting in clean-up and take down from games
- Other duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

Ability to work well with people, get along with others, and follow directions; knowledge of the rules of the various sports; ability to stay calm in pressure situations; ability to multi-task; communicate effectively both orally and in writing.

### EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Completion of the 10<sup>th</sup> grade and 16 years of age.

Any combination of experience that would sufficiently prepare applicant for position.

### WORK ENVIRONMENT

Position requires sitting, standing, walking, turning, bending, and stooping. The need to lift, carry and push equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled building environment and in outdoor environments in most weather conditions including damp, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting may be loud, especially in gymnasiums. The noise level of the outdoor setting can be loud.



Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required. This position requires you to carry out your duties on-site.

**COMPENSATION:** Part-time, seasonal or temporary non-union position.

Wage rate range

\$16.64 - \$21.36

**COMPENSATION** for 5x5 basketball games in which the scorekeeper works by him/herself (normally 2-person job).

Wage rate range

\$20.66 - \$27.59

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**