



**JOB TITLE: YOUTH BASKETBALL SCOREKEEPER–RECREATION DEPT.**

**CLASSIFICATION: PART TIME HOURLY**

**SUPERVISOR: ATHLETIC SUPERVISOR**

### POSITION SUMMARY:

The Youth Basketball Scorekeeper is responsible for score and time operations during games.

The Youth Basketball Scorekeeper must show enthusiasm toward the class participants and parents. This person must have prior knowledge of the sport they will be scoring.

### QUALIFICATIONS:

- The Youth Basketball Scorekeeper must have a thorough knowledge of basketball and be able to complete scorebooks during games while working as a team player.
- Must be able to deal with players and parents before and after games.

### EDUCATION AND EXPERIENCE:

- The Youth Basketball Scorekeeper must have previous knowledge of the sport they will be scoring.
- Scorekeepers must be at least 15 years old.
- Must be able to deal with players and parents before and after games.

### HOURS:

- The Youth Basketball Scorekeeper's hours are a minimum of 1 hour a week to a maximum of around 10 hours a week.

### ESSENTIAL FUNCTIONS:

- Ensure program activities are conducted safely and conducted according to all safety guidelines.
- Arrive a half-hour before the start of the first game and dust mop gym.
- Set up scoring table and scoreboard. This includes the electric scoreboard, scorebook, pencils/pens, rules, game ball, and first aid.
- List the team names, dates, players' numbers and names in the scorebook. Keep scores at the top of the page as well as on the scorebook. Keep track of alternating possession and all fouls.
- Assist with any other set up and clean up.

### MARGINAL FUNCTIONS:

- Work area is inside.
- Employee cooperates and assists in the investigation of accidents.
- Employee attends all required safety programs and in-service education meetings.
- Treats public complaints and concerns with the utmost attention. Is courteous in all cases.
- Employee pays strict attention to housekeeping of work area(s) and general facility.

PSYCHOLOGICAL CONSIDERATIONS:

- Employee must work closely with co-workers and the general public.
- Employee must have ability to deal with other people under stressful situations.
- Employee may have to work under stressful situations when First Aid or CPR as required.

PHYSICAL DEMANDS:

- Requires frequent sitting.
- Requires occasional balancing, stooping, kneeling, crouching, reaching, handling, fingering, feeling.
- Requires medium (40-50 lbs.) strength.

ENVIRONMENTAL CONSIDERATIONS:

- Employee must park in exposed parking lot with potential of walking ¼ mile.
- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

- Employee must have knowledge of all rules of the game.
- Employee cooperates and assists in the investigation of accidents.
- Employee attends all required safety program and in-service education meetings.
- Employee treats public complaints and concerns with the utmost attention. Is courteous in all cases.
- Employee must use good safety awareness and judgment in all aspects of the position.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_