PLEASANT DALE PARK DISTRICT
JOB DESCRIPTION

JOB TITLE: **Scorekeeper**

DEPARTMENT: Recreation

SUPERVISION: Reports to: Athletic Supervisor
                                  Responsible for: Rec leagues

SUMMARY:

The Scorekeeper is responsible for monitoring in-house basketball games at the park district. Scorekeepers are responsible for score and time operations, as well as charting each teams minutes.

QUALIFICATIONS:

Must have a thorough knowledge of basketball and able to complete scorebooks during games. Scorekeeper must be able to deal with players and parents before and after games.

REQUIRED SKILLS:

Ability to perform light physical work, lift and carry up to 20 pounds and occasionally 50 pounds. Ability to stand, walk, sit, ride, reach, grasp, and perform body movements.

DUTIES & RESPONSIBILITIES:

1. Set up the scorers' table with scoreboard, scorebook, pencils, rules, game ball and first aid. Start the game on time.
2. Score all games using both scorebook and scoreboard.
3. Contact League Coordinator immediately with any problems.
4. Complete all required paperwork (score reports, incident/injury reports, etc.)
5. Ensure cleanliness of gym before leaving.
6. Accident reports must be turned in the night they occur.
7. Performs the job safely and in compliance with park district policies, procedures, work and safety rules.
8. Perform other duties as assigned.

PHYSICAL DEMANDS/WORK CONDITIONS:

1. Moving of equipment is required, usually 50 pounds or less.
2. Work is performed indoors.

SAFETY ISSUES:

Actively support the loss control program that will effectively control and reduce accidents.

Obey the practical safety rules, regulations and procedures established by the loss control program that is pertinent to the activities conducted.

Promptly report to the Safety Coordinator all accidents and injuries occurring within the course of employment, no matter how minor.

Promptly report to the Safety Coordinator all unsafe actions, practices or conditions observed.

Accident report must be filled out for each incident.