

City of Alamosa Job Description

Position: Scorekeeper

Reports to: Rec Specialist & C.A.
Manager

Supervision Exercise: None

FLSA: Non Exempt

General Statement of Duties:

Responsible for the accurate recording of game scores in the manner that is described by the supervisor. Duties include keeping an accurate written record of assigned games in a scorebook and/or the accurate posting of scores on an electronic scoreboard at athletic events.

NOTE: The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

Essential Functions:

1. Attend all necessary scorekeeper meetings.
2. Report to assigned ball field or court in a consistently punctual manner, usually 15 minutes before the posted start time of the first assigned game.
3. Provide assistance as needed in field/court set up and take down.
4. Prepare scorer's table or stand area for use before the start of assigned games.
5. Approach team captains before game time to make sure they receive the required lineup sheet, and insure that lineup sheet is filled out prior to game time.
6. Enter lineups into scorebook prior to game time.
7. Ensure accurate time, scores and statistics are kept and remain unbiased while working.
8. Ability to operate electronic scoreboard, maintain records on score sheets and show sufficient knowledge of the game being scored.
9. Provide assistance to the umpire in keeping track of game time.
10. Ensure safety of staff, participants, and citizens.
11. Report any field/court problems to the Supervisor.
12. Report any incidents or unusual events with coaches, players, parents, and/or spectators to the Supervisor as soon as possible.
13. Perform other duties as assigned by supervisor.

Knowledge of:

1. Sport specific rules and procedures.
2. Sport/event safety.
3. Manual (score books) and electronic equipment (timers, score boards, sound systems, etc.)

Ability to:

1. Work a flexible schedule, depending on program needs, including working evenings and weekends and shifting assignments as program needs change.
2. Utilize a reliable source of transportation to and from the scorekeepers designated field and/or court on time.
3. Follow one or two step instructions. Follow routine, repetitive tasks.
4. Do simple addition and subtraction; copying figures, counting and recording.
5. Understand and follow verbal or demonstrated instructions.

Education/Experience Requirements:

1. Must be at least 16 years old.
2. Background in athletics (particularly softball, baseball, soccer, flag football, volleyball, and/or basketball) is desirable, but not mandatory.
3. Prior First Aid/CPR/AED certification is a plus, but not required.

Required Physical Capabilities:

1. Work performed both indoors and outdoors. Exposed to natural weather conditions when working outdoors (heat, cold, and wet/humid/dry conditions).
2. Moderate mental effort is required.
3. Moderate mental pressure exists due to exposure to interpersonal conflicts.
4. Moderate physical exertion may be required when setting up for games.
5. Work hazards are those normally encountered in the instruction or participation in sports activities.

	Not at all	Occasionally	1-3 hrs.	4-6 hrs.	7-8 hrs.
Lift/Carry					
0-10 lbs		XX			
11-20 lbs.		XX			
21-40 lbs	XX				
41-60 lbs.	XX				
Push/Pull					
0-20 lbs.		XX			
21-25 lbs.	XX				
26-50 lbs.	XX				
51-75 lbs.	XX				
76-100 lbs.	XX				
Bending		XX			
Overhead reaching		XX			
Twist/Turn			XX		
Kneel/Squat		XX			
Sit			XX		
Stand/Walk/Running			XX		
Ladder/Stair Climbing	XX				
Rotate activities/positions			XX		

Print Employee Name

Employee Signature

Date

Supervisor

Date