

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Scorekeeper
Department: Leisure Services
Reports To: Program Supervisor
FLSA Status: Non-Exempt
Job Level: Level 1 - \$7.25 minimum to \$8.70 maximum
Prepared By: Wendy Harris
Prepared Date: August 8, 2011
Approved By: Gary Minor, Executive Director
Approved Date: August 11, 2011
Updated on: August 11, 2011

SUMMARY

The scorekeeper's primary responsibility is to keep a current and accurate record of the indoor/outdoor athletic event to which he/she has been assigned. The scorekeeper must keep a scorebook and operate a scoreboard (when available). There may be other duties associated with this position as required.

ESSENTIAL FUNCTIONS:

The scorekeeper is the manager of the official game record and must accurately record the score and statistics.

Scorekeepers must attend any prerequisite indoctrination training and periodic workshop sessions as needed.

Follows instructions and directions of field/gym supervisors and assist other scorekeepers as needed. Assist field/gym supervisor as needed.

Be knowledgeable of PARA inclement weather procedures.

Adhere to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.

SUPERVISORY RESPONSIBILITIES

This position is not a supervisory position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) preferred; or one year related experience and/or training preferred.

LANGUAGE SKILLS

Must be able to read and interpret documents such as rules and procedure manuals. Must be able to communicate effectively with individuals

MATHEMATICAL SKILLS

Must possess the ability to add, subtract, and perform basic mathematical computations. Must be able to comprehend and complete basic forms related to athletic events.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS

None required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit in sun lit area. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Work Place."

All employees are subject to random drug screens.

