



Scorekeeper - Part-Time - Seasonal

Department: Programs

Reports To: Recreation Programmer or Program Director

Summary

Performs scorekeeping abilities for baseball, basketball, softball or volleyball at all of our sports facilities when in season. The Part-Time Scorekeeper will possess a strong orientation towards customer service, a stewardship attitude toward resource management, and will be committed to professional development within the department.

Duties and Responsibilities include the following:

- Performs set up of scorekeeper and team bench areas.
- Recording the rosters in the scorebook or scoresheet and keeping a very clean and accurate account of the game.
- Cleaning up any trash in the scorekeeper area before leaving the gym or field.
- Reporting the scores of the games and making sure that officials sign the result sheets.
- Clocking in and out on Timeclock Plus or submitting a timecard if needed.
- Keeping a good record of the amount of time each player plays throughout the quarter/inning.
- Cooperate with the rest of the staff.
- Responsible for upholding Cabot Parks and Recreation policies and procedures, as well as ordinances set forth by the City of Cabot.
- Ability to understand, follow, and carry out oral and written instructions.
- Ability to work unsupervised.
- Perform any other related duties as required or assigned.

Additional Duties and Responsibilities

Reporting relationships, works assignments, and work schedules may be subject to change in order to meet Department needs or operational requirements. Attendance at work and the ability to get along with public, commission, supervisors, and co-workers are essential elements of this position.

For additional information or full job description contact the Programs Office at 501-605-1506.