



**Job Title:** Scorekeeper  
**Department:** Recreation  
**Classification:** Part-Time, Non-Exempt  
**Salary Range:** Hourly  
**IMRF Position:** No

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## **POSITION FOCUS**

Under the general direction of the Athletics Manager and Coordinator the Scorekeeper is responsible for running the game clocks and tracking the game scores.

## **SUPERVISORY RELATIONSHIPS**

Reports directly to the Athletics Coordinator and indirectly to the Athletics Manager.  
Does not have direct reports.

## **ESSENTIAL FUNCTIONS**

1. Keep participants, coaches, and parents informed at all times of game score, time and possession etc.
2. Be familiar with league and sport rules for accurate accounting of points and team scores
3. Record and report scores to appropriate staff post game
4. Provide high quality customer service to internal customers and patrons
5. Performs additional job duties as assigned.

## **SECONDARY RESPONSIBILITIES**

1. Participates as a team member to assist and improve the overall services.
2. Performs the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
3. Exhibits regular and punctual attendance. Notifies supervisor a minimum of 48hrs of a shift schedule change.
4. Maintains a neat and orderly work environment.
5. Conducts self in accordance with District policies and procedures.

## **EDUCATION, EXPERIENCE, AND TRAINING**

- Must be at least 14 years of age with a valid work permit
- Prior playing experience and/or scorekeeping experience is a plus

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- The ability to pass a background check within the Illinois Park District code requirements
- Applicants must understand the importance of customer service and have the ability to work with parents, coaches and referees.



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### **HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)**

- Available evenings and weekends when games are played.
  - Additional hours may be required to attend trainings and meetings.
- General work area is outdoor, smoke-free environment, weather conditions with some extreme heat days in summer and cold days in spring and fall.
- Exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Prolonged periods of stationary work.
- Constantly operates a device or machine for score keeping.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- May potentially walk on all types of surfaces including, but not limited to uneven ground, inclines, mud snow and ice.
- The ability to observe details at close range.
- Infrequently moves items weighing up to 25 lbs. across office for various needs.
- May require some bending, kneeling, and reaching for items, supplies or materials as directed.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **AFFIRMATIVE ACTION/EEO STATEMENT**

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

### **SIGNATURES**

This job description has been reviewed approved by:

Supervisor/Manager Name: \_\_\_\_\_



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Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/  
Superintendent Name: \_\_\_\_\_

Superintendent/  
Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **EMPLOYEE ACKNOWLEDGEMENT STATEMENT**

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

### **Acknowledgement Signatures**

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

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