

**DERBY RECREATION COMMISSION
JOB DESCRIPTION**

Position Title: Scorekeeper **Department:** Programs
Reports To: Sports Director **Salary Range:** \$6.50/game
Last Updated: July 2008

Position Summary: Responsible for maintaining recreational facilities for the DRC program schedule.

Qualifications: Mature individual at least 14 years of age. Ability to manage time effectively, take initiative, communicate and be organized. Must be able to pass a criminal background check. Policy available under employment at www.derbyrec.com.

Essential Job Functions (listing most important first):

- 1) The first scorer of the day is responsible for the game ball and gym key green card. Make arrangements to pick them up on Friday.
- 2) Arrive at gym 20-30 minutes prior to first scheduled game. First scheduled scorer of the day brings equipment bag.
- 3) Sweep the floor before the first game and then every other scheduled game.
- 4) Scorers and both officials must sign each game score sheet.
- 5) Write in final scores and circle the winning team.
- 6) Sweep the floor and pick up floor sweepings and all other trash after last game.
- 7) Lost and Found items: collect them and turn them into the Derby Recreation Commission the following Monday.
- 8) Drop score sheet results in the Derby Recreation Commission night deposit slot on the east side of the Recreation Center building.
- 9) Work all dates and carry out all duties assigned by the Sports Director.

Additional Functions:

EDUCATION:

EXPERIENCE: Previous experience in applicable sport desirable.

PHYSICAL REQUIREMENTS: Functions may be performed in an environment that may cause exposure to sun. Need to have the ability to see and hear, sit and move about. Must be able to write.

Exempt/**Non Exempt** Full-Time/**Part-Time** Permanent/Temporary/**Seasonal**

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.