



ADULT BASKETBALL SCOREKEEPER JOB DESCRIPTION

JOB INFORMATION

- **Classification:** Adult Basketball Scorekeeper
- **Pay Range:** Pay is determined on an annual basis by the Board of Park Commissioners
- **Supervisor:** Works under the general and detailed supervision of the Recreation Manager or Facility Specialist in charge of the program.

JOB SUMMARY

Adult Basketball Scorekeeper will be responsible for scorekeeping and timing adult basketball at local schools or the World War Memorial Building. The Adult Basketball Scorekeeper will assist individuals and groups utilizing the facility and programs within the policies, procedures, and guidelines of the Bismarck Parks and Recreation District (BPRD).

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

Essential Functions

- Attend all meetings throughout the season.
- Follow rules set forth in the Basketball Officiating Guide.
- Work with Facility Specialist, Site Supervisor and/or Bismarck Public Schools to determine setup and take down procedures of equipment as needed as well as appropriate game operation procedures
- Scorekeeping and/or timing of scheduled games.
- Follow all BPRD safety policies and procedures outlined in the Risk Management Handbook.
- Complete all necessary payroll forms and utilize the electronic time and attendance timekeeping system.
- Understand and follow the standard operating procedures outlined in the employee manual.
- Understand and follow the Human Resource Policy and Procedure Handbook items related to this position.
- Represent BPRD in a professional and positive manner. BPRD issues clothing and equipment to employees and the issued items are to be used in an appropriate manner, not inconsistent with the image BPRD wishes to convey to the public.

Other Duties and Tasks

- Inform supervisor prior to running out of supplies.
- Ability to establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

- Arrive at scheduled time and be ready to work. Absences must have prior approval by the supervisor.
- Responsible for personal neatness, attire, and communicating repair needs and job site neatness.
- Perform a variety of tasks that range from skilled to unskilled work.
- Other duties as assigned.

JOB SPECIFICATIONS

- Must have a background in basketball or basketball scorekeeping.
- Must maintain a fitness level acceptable to perform the skills required of the position.
- Ability to effectively communicate verbally and in writing.
- Ability to lift and carry objects up to 30 pounds alone or heavier with other employees.

WORKING CONDITIONS

- Work is primarily indoors at local gyms.
- Public contact is frequent.

Updated August 2025
Approved by F & P Director