



Adult Basketball Score Keeper/Timer JOB DESCRIPTION

JOB INFORMATION

Title:	Score Keeper/Timer
Classification:	Seasonal Part-time Per Game
Salary Range:	\$9.50/Game Run Clock \$10.00/Game Stop Clock
Supervisors:	Works under the general and detailed supervision of the assigned Facility Supervisor and Recreation Manager

JOB SUMMARY

Score Keeper/Timer prepares score sheets for assigned games (team name, players, etc.) Score Keeper and Timer are paid per game rate and will be scheduled to work 2 to 4 games per assignment. Works as a team with assigned partner to either operate game clock/scoreboard or score book. Makes sure game basketball is available at start of each game and responsible for it at each half time and between games.

Must be reliable and conscientious. Specifically, we want people that take pride in doing a good job, are willing and able to learn, and that are here when they are needed to be here.

Employee will represent the Bismarck Parks and Recreation District in a positive manner at all times.

Employee is responsible to inform a supervisor of job related problems, damaged equipment, building damage, potential safety violations, and to keep the supervisor informed of current work assignment progress.

Employee is responsible for safe and efficient operation of equipment.

Employee is expected to be punctual and reliable in regard to assigned start times.

JOB REQUIREMENTS

- Must be at least 15 years of age.
- Attends required in-service training sessions/meetings
- Completes all training session requirements
- Must pass a background check prior to being hired and starting work

FACILITIES/GYMNASIUMS

- Arrive no later than 20 minutes before first scheduled game time
- As players arrive, seek Team Manager/Rep for each team to fill out score sheets for each game. Make sure games begin on time.
- While teams are arriving, staff should be getting out the supplies needed for game activity.
- Be familiar with the assigned facility
- Be familiar with the scoreboard at assigned facility(s)
- Fills out scoresheets accurately and completely
- Request materials needed for game activities
- Turns in time sheet when requested - Time sheets must be paid correctly in order to be paid on time.
- Assist in completing Incident/Accident Reports
- Responsible to find a substitute to take your place if you cannot be there. Must be approved by Joe Ware.
- **Facility Supervisor**
 - Arrive at least 30 minutes prior to game time
 - Supplies
 - Game balls
 - Scoreboards/Score Sheets
 - Pencils
 - Clip boards
 - First Aid

STAFF MEETINGS

Is present and on time for staff meetings

UPON COMPLETION OF GAMES

- Leaves the school gym and all school equipment in the same condition as found
- Returns all supplies and equipment in the same condition as issued
- Returns game basketball and score sheets to assigned facility supervisor
- Reports any issues or concerns to assigned facility supervisor

The above 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 long as they may change or be adjusted, as situations require.

JOB SPECIFICATIONS

- Experience/knowledge of the game of basketball
- Previous participation and/or score keeping experience
- Experience/familiarity with scoreboards/score books
- Displays ability to work effectively with other employees
- Displays ability to establish good public relations
- Outgoing personality
- Must pay attention and stay focused on game activity at all times. No cell phone use, texting, social media, etc.

WORKING CONDITIONS

- Primary work location will be at one of the following:
 - World War Memorial Building
 - Bismarck High School
 - Century High School
 - Shiloh Christian School
- Responsible for getting to and from work each day
- Hours will be:
 - Weekdays-6:00 pm - 10:30 pm
 - Sundays-12:30 pm - 7:30 pm

***Staff will be paid on a per game basis**

ABOUT US

The **vision** of the Bismarck Parks & Recreation District is to be the leader and premier provider of public parks, programs, facilities and leisure services.

Our **mission** is to work with the community to provide residents and visitors the highest quality park, program, facility and event experience.

The core **purpose** is to provide affordable, accessible and sustainable public park and recreation services.

Our **values** are Integrity, Teamwork/Cooperation, Professionalism, Community, Diversity, Honesty/Accountability, and Respect.