

SCOREKEEPER/CLOCK OPERATOR/FIELD CREW

Quality of Life | Parish Athletics and Leisure



SUMMARY

Part-Time, Seasonal Position. Scorekeepers accurately record game scores, plays, and penalties and maintain official rosters. Clock operators keep records of official game and play time. Field crews man the chains used to show the ten-yard distance needed to obtain a new set of downs. The position works with various Parish Athletics programs, such as basketball, baseball, softball, football, and volleyball. Functions will vary based on which position is being filled.

JOB OVERVIEW

PAY TYPE

Per game

SCHEDULE

Varies

Must work nights, weekends, and holidays for scheduled TPR events.

SHIFT

Varies

LOCATION

Varies

REPORTS TO

Athletic Program Coordinator, Field Director, and/or Field Supervisor

PHYSICAL DEMANDS

- Lift up to 25 lbs. (light)
- Hold vertical marking poles on the sidelines

WORK ENVIRONMENT

- Frequent interactions with members of the public and youth
- Indoors and outdoors in varying climates and conditions

ESSENTIAL FUNCTIONS

- Arrive at least 15 minutes prior to first scheduled game.
- Record rosters and keep clean and accurate game accounts. Report scores and make sure officials sign the results.
- Document accidents and incidents that occur during games.
- Clean up trash before leaving the gym/field.
- Keep official game times and let officials know when time limits have expired. Keep pitch counts by player.
- When working field crew, quickly realign chains when offense gets a first down and obtain measurements on the field to assist officials.
- Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

- Possess knowledge of official game rules and procedures or be willing to learn.
- Understand and comply with TPCG Employee Personnel Manual.
- Submit to applicable background check.
- Attend trainings and certifications as required.
- Must be 15 years of age or older. Minors under 18 require a work permit.

EMERGENCY EVENTS

Not required to work during emergency events.



Questions? No problem! Email us at employment@tpcg.org.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED required. High school students will be considered.
- Prior experience is a plus.