SCOREKEEPER/CLOCK OPERATOR/FIELD CREW

Parks & Recreation

SUMMARY
Part-Time Position. Scorekeeper - Accurately record game scores. Maintain official team rosters. Clock operator - Keep record of official game and play time. Field crew - Man the chains used to show the ten-yard distance needed to obtain a new set of downs. Work recreation programs, such as basketball, baseball, football, volleyball, softball, etc.

JOB OVERVIEW
Starting Pay
$15.00 per game

Schedule
Varies
Must work nights, weekends, and holidays for scheduled TPR events as needed.

Shift
Varies

LOCATION
Varies

REPORTS TO
Athletic Program Coordinator, Field Director, and Field Supervisor

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
• Frequent interactions with members of the public and youth
• Indoors and outdoors in varying climates and conditions

EMERGENCY EVENTS
Not required to work during emergency events.

ESSENTIAL FUNCTIONS
1. Arrive at least 15 minutes prior to the first scheduled game.
2. Scorekeeper - Record rosters in score book and keep clean and accurate account of the game.
3. Scorekeeper - Document any accident or incident that occurs during a game.
4. Scorekeeper - Report scores and outcomes of games and make sure officials sign the results sheets.
5. Clock operator - Keep official game time and let officials know if a time limit has expired.
6. Clock operator - Keep record of play time and plays throughout the game.
7. Field crew - Quickly align chains whenever offense gets a first down.
8. Field crew - Take measurement on field to decide whether a first down has been achieved.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS
1. Submit to an applicable background check.
2. Attend trainings and obtain certifications as required.
3. Work at different venues throughout the parish.
4. Must be 15 years of age or older. Minors under 18 require a work permit.

EDUCATION, EXPERIENCE, AND LICENSES
1. High school diploma or GED equivalent required. High school students will be considered.
2. Prior experience is a plus.

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

Type/Grade/Classification: Hourly (non-exempt) Scorekeeper/Clock Operator/Field Crew

Reviewed 07/14/2022