



Wood Dale Park District Job Description – Part-Time, Seasonal Position	
Dept: Recreation Title: Scorekeeper – Youth Basketball (WIBA)	
Revision Number: 0	Classification: Non-exempt
Revision Date: 7/25/18	

**Overview:**

The Scorekeeper is responsible for accurately recording the game's score for WIBA (Wood Dale Itasca Basketball). The scorekeeper is also responsible for keeping time by starting and stopping the clock according to the rules of the game. The position is a part-time, seasonal position which reports to the Recreation Supervisor.

**Essential Duties & Responsibilities:**

- Adhere to scheduled hours.
- Retrieve and set up all necessary items for the basketball games including the scorebook and game ball.
- Collect and maintain the official team rosters of eligible players and substitutes.
- Keep accurate scores, fouls, and time during each game.
- Operate the time clock and scoreboard.
- Communicate effectively with referees.
- Fill out scoresheets and record game results.
- Ensure equipment is maintained properly.
- Communicate any accidents, safety concerns, maintenance issues, complaints, etc. to the Recreation Supervisor.
- Reports to the Recreation Supervisor all issues affecting play that require immediate attention, including referee absences, and any other issues.
- Follow district and departmental safety, personnel, and administrative policies, procedures, and ordinances.

**Other Duties and Responsibilities:**

- Demonstrate and support the Wood Dale Park District's customer service standards.
- Carry out any other duties as assigned.

**Knowledge, Skills and Abilities**

- Must be at least 16 years old.
- Basic knowledge/understanding of the game of basketball.
- Must be certified or willing to attain certification in CPR/First Aid.

**Special Considerations**

- Requires weekend availability.
- Work is subject to indoor conditions, noise and other environmental conditions.
- Requires regular lifting of objects up to 40 pounds.
- Prolonged seating during games.
- Ability to keep accurate scores while running the time clock and scoreboard during fast-paced basketball games.