**Seymour Recreation Basketball Score Keeper**

**Job Description:**

**General Statement of Duties:** Keep accurate record of the score**.** Responsible for the running of the clock according to the rules of the game.

**Essential Responsibilities:**

* Arriving 15 minutes before the first scheduled game
* Accurately record the score of the game
* Responsible for keeping time by starting and stopping the clock
* Keep up with the possession arrow throughout the game
* Recording the rosters in the scorebook and keeping a very clean and accurate account of the game.
* Adjust team scores in accordance with official’s decision
* Required to report final score to site manager
* Keep record of the amount of time each player plays throughout the quarter
* Responsible for keeping records of all fouls and player eligibility. Communicate any problems or concerns to the Site Manager and or/the Recreation Program Manager
* Clean up any trash in the scorekeeper/timer area before leaving the gym
* Provide back up to site Manager as needed in the event of an emergency. Respond immediately and effectively
* Ensure all Seymour Recreation basketballs remain in gym and are accounted for at the conclusion of each game.
* Maintain a high level of professionalism and customer service
* Perform other duties as assigned

**Desired Qualifications:**

* Knowledge of basketball rules and regulations required
* Prior experience as score keeper preferred or minimum three years’ experience playing the sport
* Ability to continuously pay attention to and notice details while in a distracting environment
* Ability to handle fast-paced high stress environment
* Ability to deal courteously with the public

**WORK SCHEDULE:** Part time; hours will vary and will require evenings and weekends

**Supervision Received:** Reports directly to the Recreation Program Manager. Works under the general direction of the Director of Community Services.