



River Forest Park District

Job Description

Job Position Title: Basketball Score Keeper

Salary Range: \$9.00 – \$11.00

Starting Salary Range: \$9.00 – \$9.80

(Note: Must be within the first 40% of the Salary Range.)

Working Hours: The Basketball Score Keeper is a part-time position working assigned hours. The scheduled days of work will correspond with the rec. & travel basketball schedules. Monday – Friday evenings and Saturday mornings.

Summary: The basketball score keeper is responsible for bringing out all the basketball equipment, first aid kit, and site packet. He/she will set up and run the scoreboard, monitor the gyms and hall ways, make sure participants and spectators stay in the gyms, and keep the facility clean and neat.

Qualifications: Minimum of 16 years of age. In good physical condition with sufficient strength to lift and hold 25 pounds.

Immediate Supervisor: The Basketball Score Keeper reports to the Athletic Supervisor.

Essential Functions:

1. Bring out equipment for games.
2. Set up and run scoreboards.
3. Keeping score in a score book.
4. Pulling out bleachers.
5. Setting up benches or chairs.
6. Monitor gyms and hallways.
7. Keep facility clean & neat.
8. Keep players, coaches, and parents, from wandering the hallways.
9. Report all problems immediately to the Athletic Supervisor.

Marginal Functions:

1. Respond to user, complaints, comments, and concerns.
2. Be familiar with the River Forest Park District emergency procedures.

Psychological Considerations:

1. Must be able to function effectively in a fast-paced environment.
2. Must be able to deal with people under stressful and demanding situations.
3. Must be able to function under stressful situations when first aid or CPR is required.

Physiological Considerations:

1. Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
2. Perform lifting tasks up to 25 pounds.

Environmental Considerations: Most activities are performed indoors; these conditions include lighting and temperature.

Cognitive Considerations: The Basketball Site Supervisor must exhibit good problem solving ability and good judgment in keeping with the mission of the park district.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload, and technological development, etc.

Updated: 2017