



## County Administrator's Office

290 South Sixth Street, Suite 350

Wytheville VA 24382-2598

Telephone (276) 223-4500

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**Position:** Timekeeper- Scorebook

**Department:** Parks and Recreation Department

**Reports To:** Athletics Coordinator

**Location:** 340 South 6<sup>th</sup> Street, Wytheville, VA 24382

**FLSA Status:** Non-exempt

**Full-time/Part-time:** Part-time

**Seasonal:** Yes

**Posted Until:** Until Filled

### Summary

Serves as timekeeper or scorekeeper for recreational sports. Ensure the integrity and fairness of the games while maintaining order in the facility.

### Work Schedule

- Schedule varies
- Must be able to work evenings and weekends.

### Essential Functions

- Operate the scoreboard accurately and efficiently while completing the scorebook.
- Ensure that the policies for use of the facility are followed.
- Provide guidance, support, and instruction to participants and coaches.
- Collect and maintain all equipment and supplies.
- Regular communication with Program Director/Staff Supervisor.
- Run the time clock and keep scorebooks for games and recreation programs as requested.
- Keep accurate records of each game, including scoring, time-outs, fouls, time, etc.
- Turn in paperwork and game results to the designated supervisor.
- Assist with set up and take down as needed.

### Knowledge, Skills, and Abilities

- Knowledge of the sporting rules for the sport in which keeping time or scorebook.
- Ability to engage with children and coaches, communicating effectively.
- Ability to troubleshoot problems and create a resolution.
- Knowledge working with children in a recreation or school setting.
- Ability to complete assigned tasks without supervision.

- Ability to complete simple arithmetic operations like addition, subtraction, multiplication, and division.
- Strong attention to detail

### **Education and Experience**

- Experience with sports is preferred.
- Must be at least 15 years of age.

### **Physical Requirements**

- This work requires occasional exertion of up to 10 pounds of force
- Work regularly requires sitting, frequently requires speaking or hearing and using hands to finger, handle or feel
- Occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Work requires preparing and analyzing written or computer data
- Operating motor vehicles or equipment and observing general surroundings and activities
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

*This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.*

*As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.*