



## Classification Description

---

**Job Title:** Intramural Scorekeeper

**Pay Grade:** TEMP schedule

**Job Code:** 9094A (OPS TEMP) / 8100A (SA)

**FLSA Status:** Non-Exempt

### **Job Purpose**

The Intramural Scorekeeper attends mandatory intramural scorekeeping training for each sport. Knows, understands, and enforces the intramural sports polices, specifically pertaining to participant check-in. Acts as an aide to Supervisor on duty by helping with event set up or tear down and handling any special issues that may arise throughout the game. During the game, ensures that the official score and clock are correct at all times.

### **General Responsibilities**

#### **Essential Functions**

Responsible for ensuring that the official score and time are correct for all intramural contests.

Arrives prepared and on time to all scheduled shifts.

Maintains an appropriate professional demeanor at all times.

Checks in all participants and teams before each competition. In addition to checking them in also ensures correct attire of each participant, no jewelry or prohibited equipment etc.

Ensures a safe environment for intramural participants by inspecting the playing area before the competition, and creating a safe environment for play.

Assists in manage player and spectators on the field/court.

Serves as first responder and attend to all injured participants by following basic first aid and CPR protocols within the scope of practice.

Has a firm understanding of/activation of Emergency Action Plans.

Assists in completing required paperwork.

Attends required training sessions and demonstrates proficiency in rule knowledge.

## INTRAMURAL SCOREKEEPER

Enforces FSW policies and procedures.

Enforces and evaluates sportsmanship of intramural teams and participants.

Ensures proper use of all equipment by program participants.

Attends all addition in-service training sessions throughout the year.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

High School diploma or GED.

Positive attitude and desire to assist customers.

Ability to self-motivate with little or no supervision.

Effective verbal and written communication skills.

Capability to withstand possible continuous standing.

#### *Certification Requirement:*

Obtain American Heart Association CPR & First Aid Certification within 30 days of hire.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.

## INTRAMURAL SCOREKEEPER

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Fitness Center.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 25, 2016.