



ADULT SPORTS – GYM SUPERVISOR AND SCOREKEEPER
Job Description
Part Time \$11.00/hr starting

DEFINITION

Under the direction of the Recreation Supervisor and Recreation Coordinator, is responsible for supervising and/or scorekeeping adult sports programs. In addition, is responsible for assisting the Recreation Supervisor in any district sporting events.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Set up/tear down of equipment used for sports such as: basketball, volleyball, and softball.
- Have equipment out and ready for players arriving.
- Prepare score sheets for all games and have them ready for the officials when they arrive.
- Be available and in view of the participants who are playing in the gym and/or field at all times.
- Routinely inventories emergency and first aid supplies and equipment. Reports needs to the program director, or delegated staff person.
- Communicates clearly with program director to facilitate any needs (i.e. replacing equipment, incorrect standings, safety issues, etc).
- Ensure that rosters are filled in completely and correctly.
- Communicates with players and teams regarding any problems that may occur throughout the sport.
- Ensures that any technical fouls, red cards, problems or questions get reported to the Recreation Supervisor.
- Ensures the gym is clean and orderly before the sport begins as well as when the gym is being locked up.
- Returns all equipment at close of the sport.
- If equipment needs to be pumped up, replaced, or fixed please let Recreation Supervisor or Recreation Coordinator know.

QUALIFICATIONS

Knowledge of:

- First Aid and CPR certified for all ages.

Ability to:

- Establish and maintain cooperative relationships with the general public and those contacted in the course of work.
 - Perform responsible and difficult work involving the use of independent judgment and personal initiative.
 - Efficiently respond in an emotionally mature and effective manner to all situations.
 - Demonstrate tact and discretion in preparing, disclosing and handling information.
 - Communicates clearly and concisely, both orally and in writing
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - Demonstrate effective verbal communication skills
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