



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Scorekeeper (Baseball/Softball)
DEPARTMENT.....:	Terrebonne Parish Recreation
DIVISION.....:	Sports Official
CLASSIFICATION/GRADE.....:	Scorekeeper/Clock Operator
REVISED.....:	02/2019
REPORTS TO.....:	Athletic Program Coordinator, Field Director and/or Field Supervisor
REVIEWED.....:	02/2019
WAGES.....:	per game

SUMMARY:

Under the direction of the Athletic Program Coordinator, Field Director and/or Field Supervisor, the Scorekeepers primary responsibility is to accurately record a game’s score. Each time a team scores one or more runs, the scorekeeper must record or post the updated scores. If an umpire disqualifies a run, the scorekeeper must adjust the team scores in accordance with the official’s decision. Scorekeepers maintain the official team rosters of eligible players and substitutes.

BASIC FUNCTIONS:

1. Arrive at least 15 minutes prior to the first scheduled game.
2. Recording the rosters in the scorebook and keeping a very clean and accurate account of the game.
3. Documenting any accident or incident that may occur during the game.
4. Cleaning up any trash in the scorekeeper’s area before leaving the field.
5. Recording Runs, Outs, Hits, etc in the scorebook.
6. Reporting the scores of the game and making sure the official sign the results sheets
7. Signing and submitting an accurate time sheet at the end of each day worked.
8. Keeping the official game time and letting the official s know when the time limit has expired.
9. Keeping a good record of the inning played by each player throughout the game.
10. Understanding and agreeing to comply with TPCG Employee Handbook.

This is a Part-Time position, and you must be able to work on Saturdays and some weekdays.

OTHER REQUIREMENTS:

1. Submitting to a background check.
2. Any other training or certifications as may be required.
3. All Parish employees are required to complete the Louisiana State Ethics Training annually.

EDUCATION/EXPERIENCE:

1. High School Diploma or GED or equivalent or be presently enrolled in school.
2. Must be 15 years of older.
3. Age 17 and under requires a work permit from Terrebonne Parish School Board.
4. Prior experience a plus.