



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Scorekeeper/Clock Operator/Field Crew
DEPARTMENT.....:	Parks and Recreation
DIVISION.....:	Sports Official
CLASSIFICATION/GRADE.....:	Scorekeeper/Clock Operator
REVISED.....:	010/2019
REPORTS TO.....:	Athletic Program Coordinator, Field Director and/or Field Supervisor
REVIEWED.....:	10/2019
WAGES.....:	per game

SUMMARY:

Under the direct supervision of the Athletic Program Coordinator, Field Director and/or Field Supervisor, the Scorekeeper's primary responsibility is to accurately record a game's score. Each time a team scores, the scorekeeper must record or post the updated scores. If an official disqualifies a score, 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. The Field Crew is responsible for manning the chains that are used to show the ten-yard distance needed to obtain a new set of downs. The Field Crew is extremely important to the flow of the game, and in ensuring the accuracy of field possession. Duties will include working for Parish Recreation Programs such as basketball, baseball, football, softball and volleyball.

BASIC FUNCTIONS:

1. Arrive at least 15 minutes prior to the first scheduled game.
2. Must be able to work outdoors.
3. Recording the rosters in the scorebook and keeping a very clean and accurate account of the game.
4. Documenting any accident or incident that may occur during the game.
5. Cleaning up any trash in the scorekeeper/clock operator area and other areas before leaving the field.
6. Recording scores in the scorebook.
7. Reporting the scores of the games and making sure that official sign the results sheet.
8. Signing and submitting an accurate timesheet at the end of each day worked.
9. Keeping the official game time and letting the officials know if a time limit has expired.
10. Keeping a good record of the playing time by each player throughout the game.
11. The field crew is required to quickly realign the chains whenever the offense gets a first down.
12. The field crew may also be called upon to come onto the field for a measurement whenever the officials are unsure as to whether a first down has been achieved or not.
13. Must be able to hold vertical marking poles on the sidelines.
14. Understanding and agreeing to comply with TPCG Employee Handbook.
15. Should have knowledge of official game rules and procedures or willing to learn.
16. Any and all other job duties as assigned.

OTHER REQUIREMENTS:

1. Submitting to a background check. (if required)
2. Any other training or certifications as may be required.
3. All Parish employees are required to complete Louisiana State Ethics Training annually.
4. Required to work on weekends and week nights.
5. May be required to work at different venues throughout the Parish.

EDUCATION/EXPERIENCE:

1. Must be a high school graduate or have a (GED) 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.