

# SCOREKEEPER/CLOCK OPERATOR/FIELD CREW

Quality of Life | Athletics and Leisure



## JOB RESPONSIBILITIES

**Part-Time, Seasonal Position.** The Terrebonne Parish Consolidated Government's PT Scorekeeper/Clock Operator/Field Crew are responsible for accurately recording game scores, plays, and penalties and maintaining each team official roster.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Per Game)

#### SCHEDULE

Varies

*Must work nights, weekends and holidays for scheduled events as needed.*

#### SHIFT

Varies

#### LOCATION

Varies – work at different venues throughout the parish as needed.

#### REPORTS TO

Athletics Program Coordinator  
Field Director and/or Field Supervisor

#### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)  
Hold vertical marking poles on the sidelines

#### WORK ENVIRONMENT

Frequent interactions with members of the public and youth  
Indoors and outdoors in varying climates and conditions.

#### EMERGENCY EVENTS

Not required to work during emergency events.

#### REQUIREMENTS

Must be 15 years or older – minors under 18 require a work permit  
Pass background check  
Obtain required certifications

In this role, the Scorekeepers/Clock Operators will accurately record game scores, plays, penalties, and maintaining official rosters while managing the official game and play time. The Field Crew will man the chains used to show the ten-yard distance needed to obtain a new set of downs.

These positions will work with various Parish Athletics programs, such as basketball, baseball, softball, football, and volleyball.

### JOB DUTIES

- Arrive at least 15 minutes prior to first scheduled game.
- Record rosters and keep clean and accurate game accounts. Report scores and make sure officials sign the results.
- Document accidents and incidents that occur during games.
- Clean up trash before leaving the gym/field.
- Keep official game times and let officials know when time limits have expired. Keep pitch counts by player.
- When working field crew, quickly realign chains when offense gets a first down and obtain measurements on the field to assist officials.
- Understand the official rules and procedures for the recreation sport working or be willing to learn.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform other duties as assigned by supervisor.

### SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Work effectively with other officials, coaches, and event organizers to ensure a successful games.
- **Time Management:** Ability to efficiently managing game time, breaks, and ensuring the game runs smoothly according to the schedule.
- **Analytical Skills:** Must be able to accurately record game scores, plays, penalties, and maintain rosters. Maintaining composure in high-pressure situations to ensure accurate and fair scorekeeping.
- **Communication Skills:** Strong ability to communicate clearly and professionally, to ensure information is correctly relayed to referees, coaches, and players about the game's progress and any decisions made.
- **Organizational Skills:** Ability to manage multiple responsibilities and keep accurate records.
- **Technical Skills:** Strong understanding of the rules for different sports like basketball, baseball, softball, football, and volleyball is crucial for ensuring accuracy in scorekeeping, penalties, and other aspects of the game. Basic understanding of using scoreboards, timers, scorekeeping books/programs and other equipment required for position.
- **Qualifications:**
  - High school diploma or equivalent (GED) required.
  - Prior experience playing or scorekeeping of sports a plus.

Questions? No problem!

Email us at [employment@tpcg.org](mailto:employment@tpcg.org).