



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

SCOREKEEPER – ADULT BASKETBALL

SEASONAL

DEADLINE TO APPLY: Open until filled.

Apply online at <https://www.governmentjobs.com/careers/norfun/>. Requires a current DMV printout when applying. Current employees contact the HR office for instructions on how to apply.

BASIC FUNCTION: Responsible for performing the duties of scorekeeping for Adult Basketball, to include set-up/take down of sports facility.

HOURLY RATE: \$16.90

SEASON AND HOURS: Adult Basketball seasons are Spring - March through May and Summer - May through July. Games scheduled Monday through Thursday evenings from 6pm to 11pm. Can be assigned up to 20 hours per week dependent upon program needs.

QUALIFICATIONS: Knowledge of the sport through participation and/or spectating. Ability to accommodate evening and/or weekend work hours. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to correction and feedback from a supervisor.

DISTRICT EXPECTATIONS OF THIS POSITION: Consistently reports to work on time prepared to perform job duties; prioritizes and performs duties as workload necessitates; communicates regularly with supervisor about program issues; provides outstanding customer service; maintains respectful attitude; interacts with customers and co-workers in a positive and courteous manner; and is responsible for the efficient and effective delivery of services.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work activities are performed in an indoor gymnasium and/or outdoor sports field environment. Regularly required to observe activities, maintain accurate records on score sheet and communicate with officials, players and the public. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties: responsible for complete detailed and accurate information on score sheet; responsible for delivery of score to participants and spectators through announcing and/or posting of score on scoreboard; responsible for maintaining NOR standards and ensuring league rules are enforced; responsible for setting out and putting up equipment; responsible to notify supervisor of any problems with program or facility; responsible to notify supervisor of any needs regarding supplies and equipment; provide information and assistance to public; complete District-provided training and any follow-up training sessions recommended by the supervisor; and performs related duties as assigned.

QUALITY ASSURANCE: Provide outstanding customer service; interact with customers and co-workers in a positive and courteous manner; as a team member, responsible for the efficient and effective delivery of services.