



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
BASKETBALL SCOREKEEPER AND TIMER
JOB DESCRIPTION

- I. **Qualifications:** An individual in this position should be in good health and be at least fourteen years old. They should be familiar with the rules and have a general idea of the game of basketball.

- II. **Pay Scale / Wage:** There are no benefits provided to Basketball Scorekeepers and Timers by the WCPRD. Leagues will determine the wage prior to the basketball season. The leagues pay for all scorekeepers and timers and set their rates. WCPRD does not set scorekeepers and timers rates.

- III. **Job Description:** The Basketball Scorekeeper and Timer will be responsible for the following tasks:
 - 1. Arriving half an hour before the first scheduled game to familiarize themselves with the score board controller.
 - 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/timer area before leaving the gym.
 - 5. Keeping up with the possession arrow throughout the game.
 - 6. Reporting the scores of the games and making sure that officials sign the result sheets.
 - 7. Signing and submitting a time sheet every two weeks to the Athletic Coordinator.
 - 8. Keeping time for timeouts and letting the officials know when the time has expired.
 - 9. Keeping a good record of the amount of time each player plays throughout the quarter.
 - 10. Understanding and agreeing to comply with WCPRD Employee Handbook and Warren County Policy and Procedure Manual.

By signing below I agree to complete the assigned tasks above and also fully understand that I may be asked to do other league-related duties and responsibilities as directed by the league Board of Directors.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date