

Mokena Community Park District

10925 West La Porte Road - Mokena, IL 60448



JOB TITLE: Basketball Scorekeeper
DEPARTMENT: Recreation
REPORTS TO: Recreation Supervisor
CLASS/FLA: Seasonal Part-Time / Non-Exempt
HOURS: 5-20 hours per week
DAYS: Monday-Thursday, Saturday & Sunday

SUMMARY

Under the direction and supervision of the Recreation Supervisor, the Scorekeeper acts as a representative of the Recreation Department and is responsible for providing friendly customer service and supervision of basketball scorekeeping duties at various facilities within the boundaries of the Mokena Community Park District, as well as Mokena School District #159, Summit Hill School District #161, and Lincoln-Way School District #210.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

- Provide enthusiastic customer service by greeting and welcoming guests and recreation program participants with a warm and friendly attitude.
- Communicates league information to participants, as directed by recreation supervisor.
- Collaborates with referees in ensuring all participants follow league rules.
- Set-up for programming (as needed) and ensure the area is properly cleaned and ready to go; inspect areas after programming; document and report any damage to the area and/or its contents to the site supervisor.
- Maintains game information in provided scorebook and on electronic scoreboards; submits information to recreation supervisor.
- Collaborates with gym/site supervisor in ensuring all league equipment is placed in its proper storage areas. Advises gym/site supervisor and/or recreation supervisor in writing when league equipment is damaged or missing.
- Respond and resolve issues requiring your attention; call supervisor if in need of assistance.
- Respond to potential emergencies and ensure proper procedures are followed; follow guidelines outlined in the Park District Crisis Management Plan.
- Perform other duties as requested by immediate supervisor.

SKILLS AND EDUCATIONAL REQUIREMENTS

Must be at least 16 years of age (or 15 with a worker's permit). The individual must be able to perform each essential duty satisfactorily. Initiative and independent work habits are a must. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

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Knowledge, skills, and mental development equivalent to the completion of two years of high school; experience in customer service preferred.

A valid Illinois State Driver's License is required.

WORKING CONDITIONS

The individual must be able to work weekday evenings and weekends. Ability to work in a hands-on, flexible team environment as well as independently. The noise level in the work environment is quiet to loud.

PSYCHOLOGICAL CONSIDERATIONS

Individual must have the ability to deal with people under occasional stressful and confrontational situations.

PHYSIOLOGICAL CONSIDERATIONS

While performing the duties of this job, you must be able to sit, walk, use your hands, talk, and listen attentively.

ENVIRONMENTAL CONSIDERATIONS

Activities are performed indoors - conditions include lighting, temperature, and noise.

COGNITIVE CONSIDERATIONS

Ability to multi-task; prioritize tasks and demonstrate organizational skills; possess a high level of verbal communication skills; aptitude for detail; must be able to follow directions, exhibit good problem solving abilities and good judgment, and work within the guidelines and policies set forth by the Mokena Community Park District Board of Commissioners.

I, _____, have read and understand all aspects of this job description and accept the duties set forth.

Signature

Date