



## **Job Description**

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**Department:** Parks and Recreation Dept **Nonexempt**  
**Job Title:** Scorekeeper- Softball  
**Reports to:** Recreation Coordinator  
**Date job description last revised:** February 2021

### **GENERAL DESCRIPTION OF DUTIES:**

This position is responsible for overseeing adult and youth softball leagues being conducted at Marvin Park. This position will receive and answer inquiries from the public on programs, rates, policies and procedures. Cash handling and/or collection included. The job requires availability in the evenings, weekends and holidays. The position will start in May and will go through late August.

### **ESSENTIAL DUTIES:**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Scorekeeping for Adult Softball games
- Setting up activity equipment such as tables, instruments, electronics, etc.
- Announcing the softball games when necessary
- Maintaining and cleaning recreation equipment and facilities.
- Assisting recreation staff in conducting programming, sports, games, and events.
- Assisting participants during activities.
- Performing administrative tasks such as paperwork, answering phones and digital documentation.
- Ensuring participants' safety.
- Knowledge and understanding of the rules and regulations of USA Softball

### **ORGANIZATIONAL RELATIONSHIPS:**

Supervision exercised: none.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Comfortable to work with people of all ages and backgrounds.
- Must represent Salida Parks and Recreation in a positive way
- Excellent communication, interpersonal, and public speaking skills.
- Strong creativity and socialization skills.
- Experience as a coach, player or scorekeeper is a plus

### **EDUCATION AND EXPERIENCE:**

No previous experience is required, but must work well with all age groups, be a team player and be prompt and courteous.

**ENVIRONMENTAL AND PHYSICAL CONDITIONS:**

Must be willing to work in all weather conditions throughout the summer and winter. Moderate lifting required.