

**Providence City
Scorekeeper Job Description**

GENERAL DUTIES: The scorekeeper is quite often the primary representative of a city or league at a sports venue. His/Her primary responsibility is to keep an accurate record of the sporting event he/she is working at and announce in a professional manner during the games, but there are always various other duties associated with the position.

SETUP: The Scorekeeper is responsible to arrive early for his/her shift. Open the windows, turn on the scoreboards, and equipment, and get the rosters from the coaches before game time. You are responsible to make sure things are ready so you are prepared to start scoring when the umpires start the game. If needed, or when it starts getting dusk, turn on lights. *The West Field lights are located on the North side of the snack stand and the East Field lights are out by the street on 200 West.* It is the scorekeeper's responsibility to turn off lights when the games are over. Be sure to give adequate time for people to leave the park before shutting off lights as it gets very dark.

MAINTAIN AN ACCURATE SCORE RECORD: The scorekeeper is the manager of the official game record. It is the duty of the scorekeeper to make sure the score and other official game information is accurately reflected on the scoreboard. The scorekeeper must record FINAL score in the record book kept in the Crows Nest. The scorekeeper must also keep track of pitching for each game. Make sure you are recording in the written book who pitches each inning.

CLEANUP: When the games are over, the scorekeeper must make sure that everything is picked up and put away in a safe manner, in preparation for the next games. Clorox wipes are provided in the crows nest to wipe down counters and equipment so to help keeps clean of germs. Also, the last shift is responsible to take out the trash. Please remember to keep the crows nest clean and throw away your trash.

HOURS: This is a seasonal position. The hours vary, generally evenings Monday – Saturday.

SALARY: \$7.25 per hour.

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Providence City is an equal opportunity employer and will not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, or on the basis of a physical or mental disability unrelated to the ability to perform the work required.

Providence City reserves the right to reject any and all applicants.

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