



## **SCOREKEEPER - ADULT SOFTBALL PART-TIME NON-EXEMPT, SEASONAL**

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### **A. GENERAL PURPOSE**

Under the general supervision of the Parks and Community Services Director and the Programs & Aquatics Manager, the Scorekeeper for Adult Softball will be responsible for keeping score and stats for both teams during softball games.

### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Arrives at the appropriate time prior to game time and prepares scoreboards and scorebooks for games, including acquiring team lineups before games.
2. Keeps accurate score count and statistical records for both teams each game.
3. Assist the umpire in maintaining accuracy during games.
4. Ensures teams have arrived and turned in their lineups and written names legibly.
5. Ensures all games are kept on schedule, teams are present, and teams are participating safely.
6. Assists league staff as needed.
7. Performs all other duties as assigned.

### **C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Experience scorekeeping for sports games, especially softball.
2. Knowledge of the game of softball and general sports knowledge.
3. Must be able to work individually, without support from others.

4. Ability to communicate clearly and concisely both orally and in writing.
5. Ability to work flexible hours including evenings and some weekends.
6. Ability to establish and maintain effective working relationships with team representatives, umpires, city employees, city officials, and general public.
7. Valid Texas Driver's License.[LM1]

#### **D. SPECIAL REQUIREMENTS**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to perform the essential functions if needed.

1. Employee must be a minimum age of 16 years old.
2. Must be dependable and have reliable transportation.
3. Work is performed mostly in field settings. Must be able to work outdoors.
4. While performing the duties of this job, the scorekeeper may be required to stand; sit; walk; talk or hear; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The scorekeeper is required to climb stairs.

#### **E. WORK HOURS**

Regular schedule and hours will be set in coordination with the Programs & Aquatics Manager sufficient to perform the functions of this position. Typical work hours are Monday, Tuesday, and Thursday 5pm – 10:30pm. Must be available during the spring and summer months. Hours are subject to change based on field availability and program needs. This is a part-time non-exempt seasonal position and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period. Any overtime hours performed must be preapproved by the Programs & Aquatics Manager or the Parks & Community Services Director.

#### **F. SALARY**

\$10 - \$15 per hour, depending on experience. Pay days are every other Friday, or as otherwise determined by the "City of Dripping Springs Personnel Manual."

#### **G. BENEFITS**

As a seasonal employee, the employee shall not be eligible for City benefits. Additional

direction on benefits is outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the specific employee's offer letter.

## **H. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

***Please note:** This Position Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*