



WAKE FOREST
UNIVERSITY

Intramural Sports Scorekeeper Position Description

Department: Campus Recreation

Program Area: Intramural Sports/Club Sports

Job Title: Intramural Sports Scorekeeper

Reports to: Coordinator, Intramural Sports

Position Duration: August – May

Number of Work Hours per Week: 5 - 20 hours per week

Compensation: \$7.50/hr + merit-based raises

Summary

The Department of Campus Recreation provides opportunities for the social and physical development of students through aquatics, facilities operations, fitness, intramural sports, outdoor recreation, and sport clubs. Intramural sports scorekeepers will work to accurately keep the time, the running score, and pertinent player information of an intramural contest for each specific sport or event, conduct contests in a professional manner, maintain professional attitude and appearance, and work positively with the Intramural Sports program to maintain a safe environment for all participants in the program.

Program Area Responsibilities

- Score keep intramural sports contests, leagues, tournaments, and events in a fair and impartial manner to the best of their ability
- Attend all scheduled training sessions and meetings
- Requires an in-depth overview of the timing, scoring, record keeping, and familiarity of scoreboard remotes
- Attend mandatory staff and department meetings
- Follow all required staff dress codes
- Assist with setup and breakdown of events
- Be able to communicate and assist with all information in the Intramural Sports Handbook
- May be expected to work as scorekeeper and track accurate statistics for intramural sporting contests
- Enforce program policies based on the Intramural Sports Handbooks
- Advocate healthy participation opportunities for Wake Forest community

Department Specific Responsibilities

- Enforce facility policies and procedures consistently to all participants.
- Ensure adherence to departmental safety/risk management procedures.
- Work on special projects to help improve the department in serving the university better and help generate and maintain statistical reports.
- Perform other duties as assigned by any member of the Campus Rec professional staff member.

Qualifications:

- Interest or experience in sports as an athlete, official, or coach
- Ability to calmly execute conflict resolution and uphold departmental policies under pressure in critical situations
- Be a self-starter and constantly look to improve service
- Willing and able to work evenings
- Verbal and written communication skills
- Demonstrate effective interpersonal communication skills
- Customer service skills that help resolve conflicts in a professional manner

Note:

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.