



**Job Title:** Scorekeeper, Sport Programs

**Department:** Campus Recreation

**Reports to:** Assistant Director, Sport Programs

**Compensation:** \$10.00+/hr

### Summary

The Department of Campus Recreation provides opportunities for the social and physical development 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.

### Acquired Knowledge, Skills & Experience

At the conclusion of this position, scorekeepers should be able to demonstrate the following competencies:

- Critical Thinking/Problem Solving: able to utilize knowledge, facts, and resources to identify and define a problem or issue and efficiently identify solutions to problems using new methods and processes
- Communication: able to transmit information both verbally and nonverbally clearly and effectively by practicing active listening
- Teamwork: Listens carefully to others and uses personal strengths and knowledge to balance the talents of others

### Essential Functions

- 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
- Attend mandatory staff and department meetings
- Assist with setup and breakdown of events
- Ensure all equipment is accounted for and in good, working condition
- 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

### Requirements and Accountabilities

- Ability to calmly execute conflict resolution and uphold departmental policies under pressure in critical situations
- Work a minimum of two shifts across at least two days
- Effectively communicate issues to their direct supervisor in a timely manner
- Demonstrate effective interpersonal communication skills
- Customer service skills that help resolve conflicts in a professional manner
- Ability to work a flexible schedule as demanded by the nature of the business, as shifts and schedules may vary throughout the year
- Have a thorough understanding of the Intramural Sports Participant's Guide
- Able to lift 25lbs.

#### **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 the employee's supervisor. To help provide a safe learning and living community, Wake Forest University conducts background investigations and drug screens for all final candidates being considered for employment. Wake Forest seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply. Wake Forest University is committed to providing access and reasonable accommodation in employment for individuals with disabilities.