



JOB OPPORTUNITY

THE CITY OF ST. JOSEPH • CITY HALL-HUMAN RESOURCES
1100 FREDERICK AVENUE • ST. JOSEPH, MO 64501
(816) 271-4670

SEASONAL POSITION

Position:	Scorekeeper (Youth Basketball)
Wage Rate:	\$7.75/game
Closing Date:	February 2012
Required:	Must attend one of the following clinics: Saturday, November 12, 2011, 9:00 a.m. or Saturday, November 19, 2011, 9:00 a.m. @ Muchenberger Ctr.

Job Summary

Performs duties as a scorekeeper in the Parks, Recreation & Civic Facilities youth basketball program. Seasonal employment.

Essential Duties and Responsibilities

1. PERFORMS scorekeeping duties during youth basketball season, which includes scoring on paper and on scoreboards and keeping time of each game.
2. ASSIST with setting up and tear down gym for games.
3. ASSIST gym supervisor with each day's game recap sheets.
4. PERFORMS all other related duties as assigned.

Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

Required (Essential) Knowledge, Skills and Abilities

1. Must have a good knowledge of general basketball rules.
2. Ability to keep accurate account of all aspects of the games score and time.
3. Ability to read, write, add numbers and determine scores.
4. Ability to make quick decisions and accept criticism in high-pressure situations.
5. Ability to communicate effectively both orally and in writing.

Material and Equipment Directly Used

Equipment such as basketball, scoresheets, whistle, scoreboard, timers and all other related to basketball. There may be times when use of personal vehicle may be required.

Working Conditions/Physical Requirements

Work is performed in a gym setting with high volume of noise. Must be able to walk, stand, hear and speak in order to perform essential duties.

Education

Must be at least 15 years of age. High school diploma or equivalent desirable.

AN EQUAL OPPORTUNITY EMPLOYER

The City is a Governmental entity subject to Section 504 of the Rehabilitation Act of 1973, which requires that otherwise qualified handicapped individuals be protected from discrimination.

09/13/11