



# MADISON

*Indiana*

**Title:** Seasonal Scorekeeper

**Department:** Parks and Recreation

**Reports To:** Athletic Director

**Employment Status:** Seasonal, Part-time

**Position Overview:** The Seasonal Scorekeeper is responsible for accurately recording and maintaining official game scores and details during Parks and Recreation athletic programs. This role supports the smooth operation of leagues by ensuring scoring is consistent, timely, and in compliance with league rules and procedures.

## Key Responsibilities

### Game Scoring & Operations

- Accurately record scores, innings, outs, runs, fouls, time, and other required game details.
- Operate the official scorebook and/or electronic scoring system.
- Maintain and update the scoreboard throughout each game.
- Communicate with umpires as needed to confirm scores, innings, or other game details.
- Ensure final scores are accurate and reported according to established league procedures.

### Professional Conduct & Customer Service

- Conduct oneself in a professional, neutral, and sportsmanlike manner at all times.
- Interact respectfully with officials, coaches, participants, and spectators.
- Follow all Parks Department policies and expectations during games and events.

### Scheduling & Reliability

- Arrive on time and prepared prior to each scheduled game.
- Communicate availability, scheduling conflicts, or absences in advance.

### Physical Demands & Working Environment

- Work is performed outdoors or in gymnasium settings and may include evenings, weekends, and exposure to varying weather conditions.
- May require standing or sitting for extended periods during games.

### Equal Opportunity Employer/ADA

The City of Madison is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, age, national origin, or any other category protected by law. Further, the city will comply with all legal requirements related to affirmative action, the employment of the handicapped, and veterans. In compliance with the Americans with Disabilities Act, the City of Madison will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.