



Site Supervisor/Scorekeeper Job Description

Under the direct supervision of the Athletic Supervisor, the Site Supervisor/Scorekeeper is responsible for supervising games during league play and keeping score. The Site Supervisor/Scorekeeper must have knowledge of Midlothian Park District policies and procedures.

Qualifications

1. Must be at least 16 years of age
2. Responsible enough to be left in charge and supervise leagues and keep score.
3. Ability to work evenings and weekends inside & outside.
4. Ability to work with public of all ages.
5. Ability to enforce park policies and procedures.

Duties and Responsibilities

1. Supervise all games at Midlothian ARC Turf fields
2. Communicate with coaches and referees.
3. Enforce park district policies and rules. Answer any questions that arise.
4. Setup any necessary field equipment and at the end of league play collect all necessary paperwork and equipment.
5. Complete accident reports as necessary.
6. Report all issues to the Athletic Supervisor
7. Other duties and events as assigned by the Athletic Supervisor.

Psychological Considerations

1. Must have ability to deal with other people under stressful situations.
2. Must be able to accept the responsibility of being contact person for league play.

Physiological Considerations

1. May encounter long periods of standing or walking.
2. May encounter varying weather conditions including rain, wind, high temperatures, etc.

Department: Recreation/Athletics
Reports to: Athletic Supervisor
Pay Grade: Part Time