

JOB DESCRIPTION

Position Title: **Scorekeeper**

Immediate Supervisor: **McMinnville Youth Baseball and Softball Coordinator**

The following job functions will be performed and requirements met by the Scorekeeper:

1. Arrive 15 minutes before the first scheduled game of each date and be dressed appropriately and prepared to start each game on time.
2. Perform scorekeeping duties using proper methods, forms and books and strive to improve these duties.
3. Publicly announce the appropriate player line ups during all games.
4. Keep all persons, as deemed unnecessary by the McMinnville Youth Baseball and Softball Coordinator out of the score booth before, during and after games.
5. Responsible for turning off field lights and scoreboard at the conclusion of each date's games.
6. Uses of cell phones during games are strictly prohibited.
7. Submit scores, game statistics and standings to the local media.
8. Attend and complete all training sessions as required by the McMinnville Youth Baseball and Softball Coordinator.
9. Apply all training session methods and procedures given by the McMinnville Youth Baseball and Softball Coordinator before, during and after games.
10. Sign all appropriate payroll forms as required by the McMinnville Youth Baseball and Softball Coordinator.
11. Inform the McMinnville Youth Baseball and Softball Coordinator of any assigned games that cannot be attended, with a 24 hour minimum notice.
12. Ability to operate a two way radio and lightening detection device.
13. Ability to abide by the Officials Code of Ethics as written in this agreement.

Revised 1/14/14