



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

PART-TIME RECREATION SCOREKEEPER

General Statement of Duties

The purpose of this position is to facilitate games and practices scheduled by recreation staff at assigned locations. This position reports to the Athletic Supervisor of the Town of Selma Parks and Recreation Department.

Duties and Responsibilities

Essential Duties and Tasks:

- Maintain a neat and professional appearance. Exhibit professional conduct when dealing with all patrons.
- Be at game site at assigned time. Secure team line-ups before each game.
- Understand rules of the given sport (basketball, baseball and softball), and record all information in scorebook.
- Run a clock (when needed) for all games.
- Ability to communicate with coaches and game officials.
- Work with volunteer-based associations/committees as well as the public and address their questions courteously and tactfully.
- Performs custodial duties at assigned facilities, including, but not limited to, cleaning, sweeping, vacuuming, mopping, and disposing of trash.
- Provides operational support for events, classes, and programs, including, but not limited to, set-up and tear-down of tables, chairs, equipment, and supplies.
- Inspects facilities and equipment, reports issues in a timely manner to appropriate higher-level staff.
- Assists with opening, closing, and securing facilities in compliance with policies and procedures.
- Assists with special events as needed.

Additional Job Duties:

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Use, operate, and maintain a variety of custodial, audio-visual, and operational equipment.
- Follow Department policies and procedures related to assigned duties.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Respond appropriately to changing situations.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Physical Requirements:

- Must be able to perform the basic life operational functions of stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Desirable Education and Experience:

High School Diploma or GED is desirable.

Special Requirements:

- Possession of a valid North Carolina Driver's License.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf> The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test.

Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to jeakes@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Jennifer Eakes, Human Resources Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Jennifer Eakes wither by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.