



BOROUGH OF PARAMUS

475 FARVIEW AVENUE

PARAMUS, NEW JERSEY 07652

201-265-9322

BOARD OF RECREATION COMMISSIONERS

mschaffer@paramusborough.org

SCORE KEEPER APPLICATION

JOB DESCRIPTION

Basketball score keepers are needed for intown and travel basketball games. Responsibilities include keeping an accurate statistic book and using the electronic scoreboard. Intown games will begin in January and run through March. Travel games will begin in December and run through March. All assignments will be at a local Paramus school. Score keepers are needed on weeknights between 5:45pm and 9:00pm and on Saturdays between 8:45am and 3:00pm.

In order to work weeknight games, applicants must be at least 16 years old due to NJ Labor Laws preventing 14-15 year olds working past 7:00pm on a weeknight during the school year. Working papers will be necessary for all students who are still in High School and under 18 years old. Training will be held in December before the season begins. All score keepers will be required to complete a drug test prior to working; the cost of the drug test will be reimbursed after the season provided the employee does not earn more than \$500.

NAME _____ GRADE (if in HS/College) _____

HOME PHONE # _____ CELL PHONE # _____

MAILING ADDRESS _____

E-MAIL ADDRESS _____

PLEASE CIRCLE THE DAYS THAT YOU ARE ABLE TO WORK

MONDAYS

TUESDAYS

WEDNESDAY

THURSDAYS

FRIDAYS

SATURDAYS AM | PM

DO YOU HAVE EXPERIENCE WORKING AN ELECTRONIC BASKETBALL SCOREBOARD DURING A GAME? (Experience is not necessary) Yes No

Score Keeper Responsibilities

Description of Position: Under limited supervision, keep an accurate statistic book and utilize the electronic scoreboard to keep game records.

Duties and Responsibilities

1. Arrive at scheduled location on time (All scorekeepers will be scheduled 15 minutes prior to game time) and set up your station.
2. While on assignment for Paramus Recreation attention must be placed on the event at hand;
 - No use of IPODs, computers, cell phones, or tablets
 - Reading of a newspaper, book or magazine are prohibited.
 - Report any situations to the Recreation Director or Assistant Director.
3. Assist with putting away chairs and tables after an event is concluded.
4. Speak professionally. If anyone addresses you with inappropriate language, attempt to get their name and report the behavior to the Site Supervisor, Recreation Director, or Assistant Director. If they do not readily provide their name, solicit others (coaches or attendees) to obtain their name and report as mentioned above.
5. All incidents/accidents should be recorded on the provided forms and submitted immediately to the Recreation Department.
6. Do not get involved in disputes between Officials, Coaches, Players, Parents, or Guardians. In the event you feel necessary, have the Site Supervisor call the Paramus Police Department.
7. In the event you are unable to make your shift, please notify the Recreation Department within 48 hours so that they have ample time to cover your game.
8. Always remember that you are a representation of Paramus Recreation, and we are an invited guest at all Board of Education facilities.

Please sign below to acknowledge that you read and understood the Duties & Responsibilities of the Site Supervisor outlined above.

Signature

Today's Date