

McFarland Recreation and Park District

STATS / SCOREKEEPER – Job Description

1 JANUARY 2026

SALARY: 17.00 PER GAME (Effective 1 January 2026)

CATEGORY: Seasonal/Part-time

POSITION SUMMARY: The stats/scorekeeper serves under the direction of the Program Coordinator. The stats/scorekeeper is responsible for maintaining accountability of participation by participants and accurately record a game's score in the book and scoreboard.

REPORTS TO: Program Coordinator

QUALITY ASSURANCE: Provide outstanding customer service; interact with coaches and officials in a positive and courteous manner; as a team member, responsible for efficient and effective scorekeeping.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

(Initials)

- _____ Responsible for gathering scorebook and scoreboard set-up prior to games starting. Staff should arrive 15 minutes prior to game time.
- _____ Maintains complete and accurate records of all scoring, fouls, time-outs, outs, and related game action occurring during game.
- _____ Work varying hours dependent on seasonal programs.
- _____ Continuous communication with immediate supervisor/staff is a must.
- _____ Maintain scores and time during cross court games. Inform referees or umpires of improper substitution, player foul outs, out-of-order batting and any other scorebook information.
- _____ Assist with set-up or moving of chairs and tables in between and after games. Set up table and chair before baseball/softball games and storing of set-up after games.
- _____ Performs miscellaneous job-related duties as assigned.

(Initials)

_____ **MEASURES OF PERFORMANCE:** The Stats/Scorekeepers shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

2. **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
3. **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
4. **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Ability to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
5. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

ACKNOWLEDGMENTS:

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the company retains the right to change this position guide at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here: **(If none, so state):**

I certify that I am fully capable of completing all of the responsibilities documented herein.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is “at will,” for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

Employee signature	Date
--------------------	------

Supervisor Signature	Date
----------------------	------

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application			
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In			
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____			
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number (s)			Social Security Number		Date of Birth

If you are under 18 years of age, can you provide the required proof of your eligibility to work? Yes No

Have you ever applied with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before? Yes No
 If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full-Time Part-time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

STUDENT EMPLOYMENT QUESTIONAIRRE

To Be Completed By Youth Under 18 years of Age

Name: _____ Age: _____

Phone: _____ Address: _____

Position Applied For: _____

Please answer the following questions to the best of your ability:

1. What is your current GPA (Grade Point Average) _____
2. What are your hobbies and interests: _____
3. List any athletic or club organizations you have joined: _____
4. Have you worked for the Recreation & Park District before? Yes ___ No ___
5. Have you ever been suspended or expelled from school? Yes ___ No ___
6. If yes, please indicate reason for suspension: _____
7. Have you ever been arrested: Yes: ___ No: ___

Students who work for the recreation district are asked to sign the Students Leadership Agreement listed below.

STUDENT LEADERSHIP AGREEMENT

I, _____, do hereby agree to be a positive role-model for the youth of McFarland. To this end, I promise to live a healthy drug-free life, to do my best at all times whether it be in my studies, in helping my family or friends, to lift people up who are down, to inspire the younger students to do their best and live a healthy drug-free life.

(signature)

(date)