

Intramural Scorekeeper

**Department:** Finley Recreation Center

**Purpose:** Be a representative of the Intramural Program at the Finley Recreation Center

**Pay Rate:** $11.00

**Schedule:** To be determined by staff availability. Subject to change.

**Job Responsibilities:**

* To be a positive representative of the Intramural Program at the Finley Recreation Center and act as a liaison with those who participate.
* Responsible for properly keeping score and time of games.
* Responsible for attending all staff meetings and training sessions.
* Must be able to consult with the Finley Recreation Center’s professional staff on all matters.
* Consistently work to maintain a safe environment for participants of the program.
* Responsible for performing other duties as assigned by the Finley Recreation Center’s professional staff.

**Job Requirements and/or Qualifications:**

* Prior experience with an intramural program preferred.
* Proven dependability and availability to work one evening during the week (schedule subject to change).
* Ability to communicate effectively with participants and staff.
* Must possess outstanding leadership skills and customer service skills.
* Must be a team player and willing to work as a committed member in the intramural sports program.
* Possesses a desire to work for the program and demonstrates initiative.
* Must be knowledgeable or have the ability to gain knowledge in all sport rules offered by the intramural sports program.
* Must be familiar with IMleagues.com and/or show a desire to learn.
* **CPR Certification and First Aid Certification required** (can obtain after getting hired).

**Employment Agreement:**

As a representative of UNE, you are expected to be a role model, exhibiting appropriate behavior at all times. Violations of the University Conduct Code may either prevent your selection for this position or terminate your employment.

The above job description has been fully explained to me by my immediate supervisor. I understand that I will be part of Finley Recreation Center Employment team. I understand the duties as outlined and agree to carry out these responsibilities upon acceptance of this position.

I understand that I if I breach any of the expectations above, I will undergo a “three strike” discipline system that includes the following steps if behavior does not improve:

· A verbal warning and meeting with my lead or staff supervisor(s)

· A written warning and meeting with my lead or staff supervisor(s)

· Termination of employment

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_**

I have thoroughly discussed the job description and expectations of this position with the student employee whose signature appears above. I agree to provide the training necessary to carry out the above functions successfully.

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_**

**Supervisor(s):** Colleen Lundgren, CSCS, CPT, WFR

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**Supervisor(s):** Judy Vezina

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