

CONEJO RECREATION & PARK DISTRICT
Job Title: FIELD MONITOR/SCOREKEEPER
Starting at \$12.00 an hour
Division: Recreation

Summary:

Under supervision, performs duties in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Under direction to perform usual field monitor/scorekeeper duties at community parks and gymnasiums
- Assist with general maintenance and cleanup of fields, gymnasiums and bathrooms
- Set up sports facilities for use
- Maintain equipment and paperwork
- Compiles and submits required score sheets and reports
- Keeps score and times games as required. Assist patrons, staff, and officials
- Perform related work as required

Education/Experience:

Knowledge of sports league rules and scorekeeping procedures

Reasoning Ability/Skills:

Work effectively with other contractors and the public. Enforce District Ordinances and regulations. Stay alert and attentive. Exercise good judgment.

Special Requirements:

Fingerprinting required. Minimum age 16 years. Work permit through school if under 18.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is frequently exposed to outdoor weather conditions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee regularly required using hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand; walk; and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. the employee is frequently required to lift up to 25 pounds and occasionally required to lift up to 50 pounds. The vision requirements include ability to adjust focus, peripheral and distance vision.

Contact Sports Office 805-495-4674 or sports@crpd.org