



City of Greenwood – Softball Scorekeeper
Greenwood Employment Application

Job Title:	Softball Scorekeeper	Job Category:	Non-Exempt
Department/Group:	Parks and Recreation	Job Code:	
Location:	Community Center	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Seasonal
HR Contact:	Director of Human Resources	Supervisor:	Assistant Director of Recreation
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	Assists with Adult Softball Recreation League in keeping score, maintaining League records and equipment.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for pick up and drop off of softball equipment for Adult Softball League.
- Maintains Adult Softball League win/loss records.
- Ensures spectators and onlookers remain orderly.
- Maintains all equipment and supplies as needed for league play.
- Operates as on sight contact for the Greenwood Parks Department as related to the League.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Previous scorekeeping a plus.
- **Skills and Abilities:** Enthusiastic, energetic and enjoy working with the public.
- **Physical:** Must be able to physically handle movement required to umpire and be able to lift up to 25 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____
Date: _____

Approved By:



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PARKS & RECREATION DEPARTMENT

100 Surina Way | Greenwood, IN 46142 | 317.881.4545