

**VALDOSTA - LOWNDES COUNTY PARKS AND RECREATION AUTHORITY  
JOB DESCRIPTION**

**JOB TITLE: UMPIRE / SCOREKEEPER  
YOUTH ATHLETIC DEPARTMENT**

**GENERAL STATEMENT OF JOB**

The position of Umpire/Scorekeeper records game statistics and/or keeps time for youth sports programs and is responsible for officiating in scheduled games and programs sponsored or coordinated by VLPRA. Must be aware of the sports officiating rules and playing guidelines for their assigned sport(s). Assists with the implementation of all rules, regulations, and policies governing the sports program, and mediate conflicts and official protests in conjunction with the specified VLPRA Supervisor. A moderate level of independent judgment is necessary to be an Umpire/Scorekeeper.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Arrive thirty (30) minutes prior to scheduled game times.

Officiate at youth sporting events, games, or competitions, to maintain standards of play and to ensure that game rules are observed.

Signal participants or other officials to make them aware of infractions or to otherwise regulate play or competition.

Talk with each coach before the game and review any ground rules, unusual circumstances or local playing surface hazards.

Make sure all players are in proper uniform and notify the coach if any problems need to be rectified.

Inspect sporting equipment, playing surface, and participants in order to ensure compliance with event and safety regulations.

Remain unbiased while umpiring and/or keeping score and avoid verbal contact with spectators.

Approach his/her position as a representative of Valdosta-Lowndes County Parks and Recreation Authority, displaying respect for the facility, participants, parents, and co-workers.

Assist in set up and cleanup of equipment and facility for assigned sport(s)

Keeping accurate score and time in accordance with the rules of the sport

Implement emergency procedures for inclement weather, injuries, altercations, etc.

Complete incident reports as needed.

Attend Umpire and Scorekeeper meetings.

Direct participants to assigned areas such as starting blocks, specified team benches, or penalty areas.

Keep track of the game score and other data in written form and keep scoreboards accurate. Verify scoring calculations before competition winners are announced.

## UMPIRE / SCOREKEEPER

Track time and keep the game officials on schedule so that back-to-back games stay on schedule.

Provide the written record of the event and any relevant statistics back to specified VLPRA Supervisor.

Work measuring chains at football games.

Performs other related duties as assigned.

### **MINIMUM TRAINING AND EXPERIENCE**

Prior experience in umpiring and/or score keeping in basketball, volleyball, baseball, soccer, or softball games is desirable. Knowledge of the Rules of Play standard to the games previously listed with the ability to enforce such rules. Ability to establish and maintain effective, harmonious, cooperative, and productive working relationships with other participants including coaches, players, supervisors, and other employees. Must have reliable transportation.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Ability to lift at least 40 lbs.

**Baseball/Softball/Soccer/Volleyball:** Able to crouch or stand for long periods during officiating. Work is performed both indoors and outdoors in all kinds of weather. Ability to see with sufficient clarity to make accurate calls such as fouls, balls, strikes, outs, etc.

**Basketball:** Ability to multi-task for long periods of time during scorekeeping. Ability to see with sufficient clarity to record accurate calls such as fouls, substitutions, change of possession, etc. **Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors and lecturing / giving instruction and/or assignments to students.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, curriculum materials, texts, computer manuals, etc. Requires the ability to enter data into computer and prepare reports, records, teaching materials, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying ages and educational/cultural backgrounds and using the terminology applicable to the subject area(s) taught.

## **UMPIRE / SCOREKEEPER**

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using sports paraphernalia, automated office equipment, and communications machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, balls, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies and procedures of the Athletic Department as they pertain to the performance of duties of the Umpire / Score Keeper. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the department and of related departments and agencies. Is able to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of the characteristics of the age group assigned. Is able to establish and maintain positive relationships and work effectively with adults and athletics. Is able to supervise, guide and support students with patience and kindness. Is able to motivate students to participate in educational and extracurricular activities and to want to learn. Is able to recognize signs of learning, physical, mental and social disabilities and take appropriate action. Is able to perform job tasks professionally in an environment where discrimination and other public issues are constant concerns. Has knowledge of and is able to use modern office practices and equipment, including computers. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing tasks. Is able to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has knowledge of how to maintain effective relationships with co-workers, personnel of other departments, parents, students and members of the public through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the industry. Has knowledge of how to react calmly and quickly in emergency situations. Is able to learn and utilize new skills and information to improve job performance and efficiency.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

## UMPIRE / SCOREKEEPER

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.