



ECU

**CAMPUS RECREATION
AND WELLNESS**

Intramural Sports, Scorekeeper

DIVISION MISSION

Student Affairs provides programs and services that optimize student learning and leadership, builds a safe supportive and welcoming campus community, fosters the emotional growth and personal development of students, and makes a positive contribution to the overall student experience.

DEPARTMENT OVERVIEW

Campus Recreation & Wellness at East Carolina University provides the following programs and services for the campus community: Intramural Sports; Physical Activity & Fitness; Informal Recreation; Club Sports; Adventure Programs; Youth and Family; Aquatics/Safety Services, Wellness, and Special Events.

MINIMUM QUALIFICATIONS

- High school diploma or equivalency; or demonstrated possession of the competencies necessary to perform the work.

SCOPE OF POSITION

Scorekeepers maintain an accurate running score and clock for selected Intramural Sports activities. And maintain inventory of all equipment during each shift. Scorekeepers will assist in the administration of activities assigned and work effectively with other personnel to maintain a safe environment for participants.

Responsibilities:

- Adhere to all CRW COVID-19 protocols and procedures.
- Report to the assigned site to organize and set up equipment.
- Proactively locate teams playing on your field/court.
- Check all identification cards for team members and check them in while making sure they are properly dressed.
- Maintain a running score and clock for each game; then complete and finalize the official score sheet with all information filled out.
- Be able to answer questions regarding Intramural Sports regulations.
- Ensure participants stay within their team area throughout the game and know how to identify and handle any situations that may arise.
- Perform any other activities as assigned by the Site Manager or Intramural Sports Administrative Staff.
- Provide mentorship to employees by communicating detailed feedback in a constructive manner. Document any concerns regarding employee performance and/or effort.
- Develop one's own knowledge, performance, and abilities through supervisor and self-reflection.
- Identify and assist with discipline problems or protests and properly document the situation.
- Uphold the integrity and reputation of Intramural Sports, Campus Recreation & Wellness, and East Carolina University by providing exemplary customer service and leadership to students, staff, and patrons.
- Monitor and promote sportsmanship of participants and spectators.
- Review the employee manual to be able to effectively remedy situations while mentally referencing policies, operations, and situations that adhere to everyday functions within Campus Recreation & Wellness.

As a result of being a student employee within the Division of Student Affairs, students will have the opportunity to gain the following competencies based on NACE Top Ten Skills Employers Seek and CAS Learning Domains:

- Effective Communication
- Accountability/Integrity
- Self-Awareness
- Effective Reasoning
- Mentorship
- Conflict Resolution
- Teamwork
- Adaptability/Resiliency

DATES OF EMPLOYMENT & COMPENSATION

- Starting hourly rate will be \$11.22/hour.
- Position is considered seasonal employment with varying hours dependent up calendar of activities.
- Reports to Site Managers, Graduate Assistants, Coordinator, and Assistant Director for Sport & Youth Programs.

APPLICATION INSTRUCTIONS

Applications must be submitted through ECU's PeopleAdmin system. Visit ecu.peopleadmin.com, create a profile and apply for the position listed under Campus Recreation & Wellness. Email: campusrec@ecu.edu

Note: Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.