**Sports Official 1 - Scorekeeper**

Sports Official 1 - Scorekeeper is an entry level position within Intramural Sports and Club Sports Scorekeepers may be assigned flag football, basketball, volleyball, softball, dodgeball, soccer games, or other assigned sport in both an indoor and outdoor environment.

 Scorekeepers work under general supervision and job duties may include, but are not limited to:

* Posing solid knowledge of the rules of the sport
* Keep game information for intramural activities
* Monitoring or assisting all game management for the assigned contests
* Scorekeeping, game timer
* Assist the game officials with getting the court/field ready as well as help cleaning up after activity
* Help get necessary equipment to the proper site.
* Data entry
* Assisting with general errands, attending and assisting with events, assisting in communications regarding events
* Providing general reception services, including greeting guests
* Providing information and responding to questions
* Performing other related duties as assigned or required

Scorekeeper/Office Aids will be scheduled for multiple games to officiate on most dates, and will have the opportunity to advance to the next level of officiating, Sports Official 2/Lead – Intramural Sports, by showing advanced skills and experience or quickly establishing improvement as a sports official.

This position will report to the Intramural Sports Departmentand Intramural Sports Coordinator.

This position will work *insert days and hours per week.* This position will require some night and weekend hours.

**Required Qualifications:**

Successful applicants must attend the Informational Meetings and Trainings scheduled by I.M. Sports at the beginning of each quarter, as well as any additional training and educational sessions required by I.M. Sports.

While prior scorekeeping experience is not required, successful applicants must have a solid knowledge of the rules of the sport they are assigned to.

Applicants must be able to work independently, and be patient, reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction and follow guidance.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Preferred Qualifications**

Prior scorekeeping experience.

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

 **This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**Salary Range A**