

# **Missoula Area Youth Hockey Association**

## **Job Description**

Job Title: **SCOREKEEPER (Off-Ice Official)**

Reports to: Hockey Coordinator

Status: Seasonal part-time, non-exempt position

Schedule: Average of 10-20 hours per week, primarily evenings and weekends during the peak hockey season of November-March.

Note: This position may be extended or renewed on an annual basis depending on the organization's needs and employee performance.

### **POSITION OVERVIEW**

The Scorekeeper serves as an off-ice official for youth and adult hockey games at Glacier Ice Rink. The Scorekeeper operates the game clock, keeps accurate statistics and completes scoresheets as directed. The Scorekeeper is also responsible for maintaining a clean and organized space including penalty boxes and players' benches. Position requires flexibility in availability, especially nights and weekends during the peak period of November-March.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates game clock during youth and adult hockey games.
- Completes scoresheets for games and returns to designated spot at end of shift.
- Maintains knowledge of game rules and ensures they are enforced by on-ice officials.
- Picks up penalty boxes and player's benches between games and cleans all areas at end of shift.
- Communicates with on-ice officials regarding any problems.

### **QUALIFICATIONS**

- Basic understanding of ice hockey rules.
- Ability to use game clock system.
- Ability to sit for long periods of time and maintain focus throughout game.
- Ability to work flexible schedule, including nights and weekends during hockey season.
- Current first aid/CPR certification or ability to obtain within 30 days of hire.
- Safe Sport certification through USA Hockey or ability to obtain within 30 days of hire

### **WORKING CONDITIONS**

This position involves sitting for long periods of time. Work responsibilities will be performed in a cold environment in accordance with employment in a recreational facility of which an ice rink or arena is present.

### **SALARY**

Starting wage is \$8.50 per hour with potential for raise within 30 days based on performance.

**SIGNATURE**

I have received a copy of my job description and understand that I am expected to perform these duties to the best of my abilities.

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Employee name (print)

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Date

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Signature