



Glacier Ice Rink Job Description

POSITION:	SCOREKEEPER (Off-Ice Official)
REPORTS TO:	Scorekeeper Supervisor
STATUS	Seasonal part-time, non-exempt position
SCHEDULE:	Average of 10-20 hours per week, primarily evenings and weekends during the peak hockey season from November through 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 adult and youth hockey games at Glacier Ice Rink. The Scorekeeper operates the game clock, records accurate statistics, and completes scoresheets as directed. The scorekeeper also prepares for games by ensuring that penalty boxes and player benches are clean, that pucks and other necessary equipment are available. Flexibility in availability is essential, especially nights and weekends throughout the peak season.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Game Clock Operation:** Accurately operate the game clock and scoreboard during adult and youth hockey games, including managing penalty situations.
- **Scoresheet Management:** Accurately complete printed or digital scoresheets during games and submit them promptly at the end of each game.
- **Puck Management:** Ensure pucks are available for games and collected and stored after games.
- **Rule Enforcement Support:** Maintain up-to-date knowledge of hockey rules and assist on-ice officials in ensuring they are enforced.
- **Facility Maintenance:** Maintain cleanliness and organization of scorekeeper area, penalty boxes, and player benches. Ensure all areas are clean at both the beginning and end of the shift and between games. Remove trash and lost items from rink public areas as needed.
- **Communication:** Effectively communicate with on-ice officials to address and resolve any issues that arise during games.
- **Game atmosphere:** Play music during game stoppages to maintain an upbeat atmosphere during games.

QUALIFICATIONS

- Ability to operate the game clock system with accuracy and efficiency.
- Ability to remain seated and focused for extended periods during games.
- Knowledge of ice hockey rules preferred.
- Prior involvement or experience within the hockey community is highly desirable.
- Ability and willingness to work flexible schedule, including nights, weekends and holidays.
- 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.

SKILLS/APTITUDE

- Detailed understanding of ice hockey rules and regulations. Ability to record and manage a variety of penalty situations.
- Familiarity with the location of scoresheets, pucks, communication devices and scoreboard operations.
- Ability to work independently and under pressure.
- Ability to interact with officials, coaches, parents and players with professionalism and respect.

WORKING CONDITIONS

Work is conducted in a cold environment typical of an ice rink. The role requires sitting for prolonged periods while maintaining attentiveness during games.

SALARY

Starting wage is \$14 per hour, with additional compensation for youth tournaments.