



4400 Jade St
Capitola California 95010
Telephone: (831) 475-5935
FAX: (831) 475-6279
Website: www.cityofcapitola.org

EMPLOYMENT OPPORTUNITY

SPORTS SCOREKEEPER / SITE ATTENDANT

Salary: \$13.75 - \$15.92 per hour

Part-Time/Seasonal

Filing Deadline: Open Until Filled

CURRENT OPENING

The Capitola Recreation Department is currently accepting applications for the position of Sports Scorekeeper and Site Attendant. The position is part-time temporary and seasonal (April – September).

DUTIES

Under the supervision of the Recreation Coordinator, the Sports Scorekeeper will serve as the site supervisor and scorekeeper for Coed Slow Pitch Softball Leagues. The position will: set up and breakdown equipment needed for the game; prepare fields and have them safe and ready for play at start time; maintain official scorebook and/or clock for practices and games; enforce the Capitola Recreation department rules; and supervise the facility during game play. He or she will report scores, injuries, and other game comments to the Recreation Coordinator.

REQUIRED QUALIFICATIONS

Applicants must be 18 years of age or older and possess a valid California driver's license. Ability to lift and carry 50 pounds. All applicants must be fingerprinted.

DESIRABLE QUALIFICATIONS

Experience with various sports activities, and participation as a player and/or as sports scorekeeper/field attendant is desired. Training is available. Ability to follow the sports program guidelines and perform to standard; understand and carry out oral and written directions; communicate effectively with sports program participants, community members and other staff; be versatile, flexible, friendly, and cooperative. Ability to independently initiate and complete work activities. First Aid and C.P.R. training helpful. Dependable transportation desirable.

SALARY/WORK SCHEDULE

Field Site locations are at Jade Street Park. Monday and Friday evenings, days and time may vary depending on season and availability, but are generally weeknights.

APPLICATION DEADLINE

Applications can be submitted to Nikki Bryant LeBlond at nbryant@ci.capitola.ca.us or the Recreation Department at the City of Capitola, 4400 Jade St, Capitola CA 95010. Please include resume, application, supplemental questions and any copies of certifications. An application may be obtained by going to the City's website at www.cityofcapitola.org/cityadministration/page/capitola-job-applications.

NOTIFICATION

If you have been selected for an interview for the position, you will be notified as soon as possible.

Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.