Updated: October 2026

Bookkeeper and/or Scoreboard Operator

Athletics

OVERVIEW: The Bookkeeper and/or Scoreboard Operator is responsible for recording game statistics and/or operating the game clock, scoreboard, and other required game information. Works with officials, coaches, and event personnel to verify scoring and statistics and ensure accurate game records.

SCHEDULE: Sport Season - schedule will vary based upon sport/need
REPORTS TO: Athletic Director/High School Principal
LOCATION: Varies - State Road Campus, Athletics Venues
STIPEND: $25 per game

RESPONSIBILITIES:

1. Promotes a positive image of AGCS and builds collaborative relationships with families, community members, and organizations to support and enhance the athletic program.
2. Arrives 15 minutes prior to the start of the game to communicate with game officials and check-in with Athletic Director (or Event/Game Manager).
3. Possess a strong understanding of the sport(s).
4. **Bookkeeper:**
    a. Records all game statistics (points, fouls, substitutions, timeouts, sets/periods, etc.) in the official scorebook, which serves as the final authority for the game record.
    b. Tracks individual player statistics and team totals.
    c. Verifies and reconciles discrepancies in the scorebook during the game.
    d. Confirms final score and statistics with opposing team and officials after the game.
    e. Ensures all records are complete, accurate, and properly submitted.
5. **Scoreboard Operator:**
    a. Operates the game clock and scoreboard, accurately starting and stopping the clock based on officials' signals.
    b. Keeps and Updates the score and displays required game information, including fouls, timeouts, sets, periods, and player numbers.
    c. Communicates with game officials to verify the score, clock, and other displayed information.
    d. Coordinates with bookkeeper and event staff to ensure game data is accurate and consistent.
    e. Attends required training with the Athletic Director to learn proper scoreboard operation.
    f. Assists with securing and cleaning up scoreboard equipment at the conclusion of the event.
6. Performs additional tasks and responsibilities as assigned by the Athletic Director.

*** An employee is not eligible for a supplemental stipend if they are currently on a Performance Improvement Plan (PIP), under Corrective Action, or in their Induction Period (first 90 days). If an employee is placed on a PIP or under Corrective Action during the supplemental period, they will be relieved of their supplemental duties, and the payment will be prorated accordingly.*