



BOROUGH OF BOUND BROOK

230 Hamilton St. • Bound Brook, NJ 08805
(732) 356-0833 • Fax: (732) 356-8990
www.boundbrook-nj.org

BOUND BROOK RECREATION COMMISSION

Job Title: Clock Operator

Reports To: Recreation Director & Assistant Recreation Director

Job Overview:

The Clock Operator is responsible for ensuring accurate game time and maintaining the game clocks during sporting events. This individual works closely with the officiating crew, announcers, and scorers to ensure the smooth operation of the game. The role requires the operator to manage the game clock, team fouls, timeouts, and assist in setting up the gym for events. The position also includes light maintenance duties and the accurate submission of official game documents.

Key Responsibilities:

1. Game Clock Management:

- Ensure that the game clocks are accurate and function properly throughout the game.
- Collaborate with the officiating crew to confirm the game clock and team fouls are correct.

2. Pre-Game Responsibilities:

- Arrive at least 30 minutes before the scheduled game time to verify that the clocks are in proper working order.
- Assist with setting up the gym, including turning on the clock and preparing it for pre-game warm-ups.

3. Coordination with Officiating Crew and Announcer:

- Work closely with the Announcer, Scorer, and Officiating Crew to initiate the start of the game clock.
- Maintain the accuracy of team fouls and timeouts during the game, ensuring all records are updated in real-time.

4. Documentation and Reporting:

- Accurately maintain all official documents related to game time, fouls, timeouts, and other relevant statistics.



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- Submit all completed official documents to the Recreation Director immediately after the game.

5. Light Maintenance and Support:

- Assist with light maintenance tasks before and after the game, supporting the gym supervisor as needed.

Qualifications:

- Strong attention to detail and ability to stay focused during the game.
- Ability to work well in a team-oriented environment, collaborating with referees, announcers, and scorers.
- Prior experience with game clock systems is preferred, but not required.
- Strong organizational skills and ability to manage multiple tasks simultaneously.
- Ability to arrive on time and reliably perform all duties.

Working Conditions:

- Flexible hours based on game schedules.
- Evening and weekend shifts may be required.