



**BISMARCK PARKS AND  
RECREATION DISTRICT**  
Est. 1927

## JOB DESCRIPTION

### JOB INFORMATION

|                        |  |
|------------------------|--|
| <b>TITLE:</b>          | Youth Volleyball Coach   |
| <b>CLASSIFICATION:</b> | Elementary Program Coach   |
| <b>SALARY RANGE:</b>   | Salary adjustments are determined on an annual basis by the Board of Park Commissioners (Starting salary per season \$625.00-based on two teams) |
| <b>SUPERVISOR(S):</b>  | Works under the general and detailed supervision of the Recreation Specialist and Program Coordinator in charge of the program.                  |

### JOB SUMMARY:

This position will be assigned to coach at one of the elementary schools in Bismarck. The philosophy and rules of the program must be followed at all times.

### JOB DUTIES AND TASKS:

1. Attend all meetings and workshops set up to prepare for and monitor the youth volleyball program.
2. Arrange a meeting with the principal, custodian and secretary of the school you are assigned to prior to the start of practices. The purpose of this meeting is to set up a practice schedule as well as review any concerns and rules the school may have prior to the beginning of the season.
3. Organize a practice schedule that consists of one practice per week for 4<sup>th</sup> grade and two practices per week for 5<sup>th</sup> grade. Each practice must be structured and be about 1 hour in length. A copy of this practice schedule must be given to your school, coordinator, and the Recreation Specialist immediately. No Wednesday or weekend practices.

4. You must set up nets, standards, scoreboards, and chairs prior to the first match and put them away when you are finished. This is comparable to lifting or moving 50 pounds.
5. When you close the school after practices or games, you must make sure the gym area and bathrooms are picked up and lights are turned off before leaving. Make sure all kids have left before you leave. **LOCK AND DOUBLE CHECK ALL DOORS!**
6. Complete all paperwork to be put on the District's payroll.
7. Follow your schedule as assigned. Be at practice at least 15 minutes early and at matches at least 30 minutes before the scheduled time with all equipment set up. Changes cause confusion. Any changes must be pre-approved by the Coordinator and Recreation Specialist and the kids must be notified well in advance.
8. Communicate on a regular basis with your coordinators to keep them aware of any progress or problems.
9. All teams must be split equally.
10. You may have to officiate your team's matches if an official is not available or due to unforeseen circumstances. You will be paid for officiating which pay starts at \$9.00/match (DOE).
11. Abide by all rules set up by the District for match and facility operation.
12. Complete all Incident/Accidents reports as necessary and turn them into Coordinator or Recreation Specialist in a timely manner.

The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position, duties and tasks as they may change or be adjusted, as situations require.

### **JOB SPECIFICATIONS**

1. Must have knowledge of the fundamentals, rules and skills of volleyball.
2. Ability to communicate and work with the participants, parents, school secretary, school custodian, co-workers and other coaches.
3. Position will require extensive contact with youth and minors as well as adults.
4. Must have a flexible schedule to arrange practices and Saturday games.