



## **Job Description**

### Job Information:

<b>Title:</b>	<b>Youth Soccer Coordinator</b>
Classification:	Seasonal II – hourly
Salary Range:	Salary adjustments are determined on an annual basis by the Board of Park Commissioners (\$11.25/hr or DOE)
Supervisor(s):	Works under the general and detailed supervision of the assigned Facility Specialist and Recreation Manager.

### Job Summary

To supervise and coordinate activity at the assigned complex, by using the basic philosophy, policies, and procedures adopted by the Bismarck Parks and Recreation District.

### Examples of Duties and Responsibilities

1. Coordinators must arrive at the complex 45 minutes prior to the start time. They will inspect the playing fields and equipment to identify and address any problems or potential hazards.
2. The Coordinator will be responsible to know and implement the Coaches Handbook/Training Manual.
3. Be visible and available to parents, participants, and coaches. Must be able to answer questions and provide first aid and administrative assistance.
4. Move from field to field, observing, assisting and evaluating the coaching staff. Approach and correct problems in a positive manner with staff and parents.
5. Coordinators are responsible for distribution and collection of equipment and supplies.
6. Control inventory, including the replacement and documentation of damaged equipment and supplies.
7. Discuss any problem areas or concerns with coaches and inform the Facility Specialist.
8. The Coordinator is responsible to communicate with the Facility Specialist on a weekly basis with progress reports.
9. Coordinators will lock all supplies and equipment in the Soccer Shack at the end of each session. Any keys issued must be turned in at the end of the season.

10. Accident reports are to be completed immediately when the accident occurs. Reports must be turned in prior to the end of each shift. Coordinators are responsible to complete evaluation forms and review with each coach prior to the end of the program. The Coach and Coordinator must sign evaluations.
11. Inventories will be taken at the end of the season and report given to Facility Specialist. All equipment and t-shirts need to be counted and taken to the storage room at the World War Memorial Building.
12. Coordinators will be required to attend weekly staff meetings with the assigned Facility Specialist and recreation staff.
13. Coordinators are required to attend training/orientation sessions prior to the start of the season.
14. Coordinator is responsible to provide the Facility Specialist copies of all rosters and schedules.
15. Make sure coaches are having productive practices and are carrying out drills and games as necessary.
16. Create, with coaches, daily/weekly practice plans and ensure they are implemented
17. Participate in the selection of all teams at your complex to see that it is done fairly.
18. Supervise and direct 10-20 coaches.
19. Other duties as assigned by the Facility Specialist and Recreation Manager.

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 positions, duties, and tasks as they may change or be adjusted as situations require.

### Qualifications

1. Must be able to demonstrate knowledge of the game of soccer
2. Must have prior coaching experience with elementary, junior high or senior high athletes.
3. Must have good written and verbal skills and able to communicate effectively with players, coaches and parents.
4. Must be available from mid-May to Mid-August. Hours will vary.
5. This position will require extensive contact with youth and minors as well as adults.
6. Able to lift up to 30 pounds or heavier lifting with other employees. Position will require lifting/moving goals from field to field.