



## **JOB DESCRIPTION**

### **JOB INFORMATION**

Title: Youth Flag Football Coordinator

Classification: Part-Time II Hourly

Supervisor (s): Work under general and detailed supervision of the Recreation Specialist

### **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 (BPRD).

### **JOB DUTIES AND TASKS**

1. Coordinators must arrive at the complex 30 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 information and rules in Flag Football Manager's Handbook.
3. Be visible and available to coaches and participants. Must be able to answer questions and provide first aid and administrative assistance.
4. Move from field to field observing play. Approach and correct problems in a positive manner with players and umpires.
5. Discuss any problem areas or concerns with coaches and inform the Recreation Specialist.
6. Coordinators will lock all supplies and equipment in the Shack at the end of each night. Any keys issued must be turned in at the end of the season.
7. Accident/Incident reports are to be completed as soon as possible after the accident occurs and turned in to the BPRD office the next morning.
8. Coordinators are required to attend any scheduled training/orientation sessions prior to the start of the season. This may include first aid, CPR and AED.
9. Represent BPRD in a positive manner.
10. This position will require extensive contact with adults as well as youth.
11. Complete all and necessary paperwork presented by BPRD.
12. Other duties as assigned by the Recreation Specialist.

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.

**JOB SPECIFICATIONS & WORKING CONDITIONS**

1. Must have knowledge of the fundamentals, rules and skills of football.
2. Must possess the ability to communicate efficiently and effectively with schools, participants, parents and co-workers.
3. Able to lift up to 20 pounds or heavier lifting with other employees.
4. Able to work outside in all climate and temperature.
5. Able to stand or walk around for long periods of time.

Update: July 2018