



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

## **2024 SUMMER BASKETBALL**

- The 2024 Summer Basketball Program will take place at the World War Memorial Building from **June 4<sup>th</sup> to July 25<sup>th</sup>**.
- The basketball program will run on Tuesday and Thursday evenings, with a time commitment of 5:30pm-9:45 pm needed from all staff.
- The grades 3 & 4 will practice and play games from 6:00-7:00 pm.
- The grades 5 & 6 will practice and play games from 7:15-8:15 pm.
- The grades 7 & 8 will practice and play games from 8:30-9:30 pm.

The concept of this program is similar to a summer - long camp for participants to work on improving their skills. Teams will be assigned each night. Participants learn through drills and scrimmages. **Our emphasis is on equal play time, and, most of all, FUN!**

---

(Return lower portion along with your application to Jeremy at BPRD)

NAME\_\_\_\_\_ PHONE\_\_\_\_\_

EMAIL\_\_\_\_\_

### **SUMMER BASKETBALL COACHING:**

#### **Location:**

**WORLD WAR MEMORIAL BUILDING - (Tuesdays and Thursdays)**

Program begins June 4<sup>th</sup> and ends July 25<sup>th</sup>, at **WWMB**, (215 North 6th Street)

#### **Age Level:**

6:00 - 7:00	Grades 3 & 4
7:15 - 8:15	Grades 5 & 6
8:30 - 9:30	Grades 7 & 8



## Job Description

### JOB INFORMATION:

<b>TITLE:</b>	Summer Basketball Coordinator
<b>CLASSIFICATION:</b>	Part-Time II – Hourly (\$12.25 - \$14.25; DOE)
<b>SALARY RANGE:</b>	Salary range and adjustments are determined on an annual basis by the Board of Park Commissioners.
<b>SUPERVISOR (S):</b>	Works under the general and detailed supervision of the assigned Facility Specialist and Recreation Manager.

### JOB SUMMARY:

To supervise and coordinate the summer basketball program, by using the basic philosophy, policies, and procedures adopted by the Bismarck Parks and Recreation District.

### JOB DUTIES AND TASKS:

1. Attend all youth basketball pre-season meetings and workshops. Complete all training session requirements.
2. Complete all paperwork for the Bismarck Parks and Recreation District payroll/accounting system.
3. Follow your schedule as assigned. Be at the World War Memorial Building at 5:30pm. Coordinator must notify the Facility Specialist of any scheduling conflicts or absences in advance.
4. Communicate nightly/weekly with the Facility Specialist, making them aware of any progress or problems. Make sure to also communicate with the parents of your players.
5. Be visible and available to parents, participants, and coaches. Must be able to answer questions and provide first aid and administrative assistance.
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. Coordinator shall abide by all rules set up by the District for game and facility operation.

9. Set up equipment prior to each session. Return all equipment to the proper storage area at the end of each session.
10. Responsible for preparation and implementation of practice outlines and scrimmages.
11. Make sure coaches are having productive practices and are carrying out drills and games as necessary.
12. Complete all Incident/Accident reports as necessary and turn them into the Facility Specialist in a timely manner.
13. 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.
14. Supervise and direct 4-6 coaches.
15. 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 position, duties and tasks as they may change or be adjusted, as situations require.

#### JOB SPECIFICATIONS:

1. Must have ability to demonstrate knowledge of the fundamentals, rules, and skills of basketball.
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. Position will require extensive contact with youth as well as adults.
5. Must be available Tuesdays and Thursdays in June and July, from 5:30 p.m. to 9:45 p.m. Coordinator must stay at the facility with the kids until they are all picked up. Must also attend all mandatory meetings and training sessions.
6. Coordinator and coaches must be able to referee games as well as coach.
7. Most importantly, staff need to make sure the kids have FUN!