



## Job Description

### Job Information

<b>Title:</b>	3 <sup>rd</sup> Grade Basketball Coach
<b>Classification:</b>	Volunteer
<b>Parent Coaches:</b>	Volunteer parent head coaches are reimbursed their child's basketball registration.
<b>Supervisor(s):</b>	Works under general and detailed supervision of the assigned Facility Specialist in charge of the program.

### **Job Summary:**

This position will be assigned to coach a 3<sup>rd</sup> grade basketball team at the World War Memorial Building. The coach will provide a quality youth activity, for all boys and girls, teaching basic sport fundamentals, while emphasizing sportsmanship and participation by all. The coach is also expected to follow the philosophy set forth by the Bismarck Parks and Recreation District.

### **Job Duties and Responsibilities:**

1. Attend all scheduled meetings and workshops.
2. Arrange a meeting with the Facility Specialist prior to your first practice. The purpose of this meeting is to begin communication, develop practice time for season as well as review facility policies and guidelines.
3. Organize a practice schedule with Facility Specialist that consists of one practice per week for 3<sup>th</sup> grade. Each practice must be structured and be at least one hour in length. A copy of the practice schedule must be given to your players at the first practice provided by Facility Specialist. No Wednesday or weekend practices will be allowed.
4. Must sweep the floor prior and after practices and games, and verify that all players have secured a ride home before you leave.
5. You must arrange for a parent or another reliable adult to operate the clock during games. In the event that a scheduled official is absent, coaches must officiate their own games or recruit a parent to do so.

6. Complete all necessary paperwork.
7. Follow your schedule for practices and games. Whenever possible, avoid changes and cancellations. If a change MUST be made, make sure to seek approval from the Facility Specialist.
8. Communicate with Facility Specialist to keep informed of team progress and concerns.
9. All teams must be split as equally as possible.
10. Coaches shall abide by rules set by the District for game and facility operations.
11. Coaches must complete all Incident/Accident reports as necessary and turn them in to the Facility Specialist within 24 hours.

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 Qualifications and Conditions:**

1. Must have knowledge of the fundamentals, rules and skills of basketball.
2. Must possess the ability to communicate efficiently and effectively with facility staff, parents and co-workers.
3. Position will require extensive contact with youth and minors.
4. Must be able to practice on weekdays and coach Saturday games.