



3RD GRADE BASKETBALL COACH JOB DESCRIPTION

JOB INFORMATION

- **Classification:** Volunteer
- **Pay Range:** Volunteer parent coaches are reimbursed for their child's basketball registration fee
- **Supervisor:** Works under the general and detailed supervision of the assigned Facility Specialist in charge of the program

JOB SUMMARY

This position will be assigned to coach a 3rd grade basketball team at the World War Memorial Building. The coach will provide a quality youth activity, 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 (BPRD).

JOB DUTIES AND TASKS

The following 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's duties and tasks, as they may change or be adjusted, as situations require.

Essential Functions

- Attend all scheduled meetings and workshops.
- Communicate weekly with Facility Specialist.
- Arrange a meeting with the Facility Specialist prior to first practice. The purpose of this meeting is to begin communication, develop practice time for season as well as review facility policies and guidelines.
- Organize a practice schedule with Facility Specialist that consists of one practice per week. Each practice must be structured and be at least one hour in length. A copy of the practice schedule must be given to the players at the first practice. No weekend practices will be allowed.
- Sweep the floor prior and after practices and games and verify that all players have secured a ride home before leaving.
- Assist in assigning a team parent or other adult to operate clock and/or officiate during games.
- Officiate games in the absence of an assigned official.
- Abide by all rules set up by the District for practice, game and facility operation.
- Follow all BPRD safety policies and procedures outlined in the Risk Management Handbook.
- Understand and follow the standard operating procedures outlined in the manual.
- Understand and follow the Human Resource Policy and Procedure Handbook items related to this position.
- Represent BPRD in a professional and positive manner.

Other Duties and Tasks

- Inform supervisor prior to running out of supplies.
- Establish and maintain positive and effective working relationships with facility staff, players and parents.
- Arrive at scheduled time.
- Other duties as assigned.

JOB SPECIFICATIONS

- Knowledge of the fundamentals, rules, and skills of basketball
- Ability to effectively communicate with and relate to participants, parents and co-workers.
- Position will require extensive contact with youth and minors.
- Must be able to work after school hours and Saturday mornings or afternoons.
- Prior coaching experience in basketball preferred but not required.
- Must maintain a fitness level acceptable to perform the skills required of the position.

WORKING CONDITIONS

- Work is indoors at the World War Memorial Building.
- Must be able to stand for 1-3 hours at a time.
- Public contact is frequent.

Updated June 2025
Approved by F & P Director