



Job Description

Job Information

Title:	4 th and 5 th Grade Basketball Coach
Classification:	Part-time Seasonal
Salary Range:	Salary adjustments are determined on an annual basis by the Board of Park Commissioners (starting salary per season is \$625.00 based on two teams; DOE).
Supervisor(s):	Works under general and detailed supervision of the assigned Program Coordinator and Facility Specialist in charge of the program.

Job Summary:

This position will be assigned to coach at one of the elementary schools within Bismarck. 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 principal, secretary, and custodian of the school to which the coach is assigned prior to coach's first practice. The purpose of this meeting is to begin communication, develop a practice schedule as well as review school policies and guidelines.
3. Organize a practice schedule that consists of one practice per week for 4th grade and two practices per week for 5th grade. Each practice at least one hour in length per team.
4. Must be able to open and close the school facility for practices or games, clean up the gym area and bathrooms after use, turn off the lights, and verify that all players have secured a ride home before coach leaves.

5. Must arrange a parent or another reliable adult to volunteer operate the scoreboard during games.
6. Must officiate their own games or recruit a parent to do so in the event that a scheduled official is absent.
7. Complete all necessary paperwork to be included in the District's payroll system.
8. Able to set up a scorer's table, scoreboard, and chairs at least 20 minutes prior to game time and put them away when games are finished.
9. Able to communicate weekly with coordinators to keep them informed.
10. Must abide by rules set by the District for game and facility operations.
11. Must complete all Incident/Accident reports as necessary and turn them in to your coordinator or Recreation 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 schools, participants, 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.