



4TH AND 5TH GRADE BASKETBALL COACH JOB DESCRIPTION

JOB INFORMATION

- **Classification:** Part-time hourly
- **Pay Range:** Pay is determined on an annual basis by the Board of Park Commissioners
- **Supervisor:** Works under the 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 (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 Coordinator or Facility Specialist.
- Arrange a meeting with the principal, secretary, and custodian of the school prior to the first practice. The purpose of this meeting is to begin communication, develop a practice schedule as well as review school policies and guidelines.
- Organize a practice schedule that consists of one practice per week for 4th grade and two practices per week for 5th grade. Each practice must be structured and be at least one hour in length but no longer than one hour fifteen minutes per team. A copy of this practice schedule must be given to the school, coordinator, and the Facility Specialist immediately. No weekend practices will be allowed.
- Follow opening and closing procedures at all school locations. Set up and take down of equipment may be required.
- 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 BPRD for game and facility operation.
- Follow all BPRD safety policies and procedures outlined in the Risk Management Handbook.
- Complete all necessary payroll forms and utilize the electronic time and attendance timekeeping system.
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- Understand and follow the standard operating procedures outlined in the employee manual
- Understand and follow the Human Resource Policy and Procedure Handbook items related to this position.
- Represent BPRD in a professional and positive manner. BPRD issues clothing and equipment to employees and the issued items are to be used in an appropriate manner, not inconsistent with the image BPRD wishes to convey to the public.

Other Duties and Tasks

- Inform supervisor prior to running out of supplies.
- Ability to establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.
- Arrive at scheduled time and be ready to work. Absences must have prior approval by the supervisor.
- Responsible for personal neatness, attire, job site neatness, and communicating repair needs.
- Perform a variety of tasks that range from skilled to unskilled work.
- Other duties as assigned.

JOB SPECIFICATIONS

- Must have 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 local elementary schools.
- Must be able to stand for 3-5 hours at a time.
- Public contact is frequent.

Updated June 2025
Approved by F & P Director