



ADULT VOLLEYBALL OFFICIAL JOB DESCRIPTION

JOB INFORMATION

- **Classification:** Officials
- **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 Recreation Manager or Recreation Specialist in charge of the program.

JOB SUMMARY

Adult Volleyball Official will be responsible for officiating adult volleyball at local schools and sand volleyball locations. The Adult Volleyball Official will assist individuals and groups utilizing the facility and programs within the policies, procedures, and guidelines of 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 Official's Clinics or meetings throughout the season.
- Follow rules set forth in the Adult Volleyball Officiating Guide (USA Volleyball Rules).
- Work with Recreation Manager/Specialist and Bismarck Public Schools to determine setup and take down procedures of volleyball equipment as needed.
- Work with Recreation Manager/Specialist and Bismarck Public Schools to determine appropriate opening and closing procedures of adult volleyball league site as needed.
- Officiate all scheduled matches.
- Responsible for ensuring other official (if scheduled) is on site. Must call scheduled official if he/she does not show up for matches.
- 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.
- 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, and communicating repair needs and job site neatness.
- Perform a variety of tasks that range from skilled to unskilled work.
- Other duties as assigned.

JOB SPECIFICATIONS

- Must have a background in volleyball and/or volleyball officiating.
- Must have a working knowledge of how to set up various volleyball standards.
- Must maintain a fitness level acceptable to perform the skills required of the position.
- The ability to effectively communicate verbally and in writing.
- Ability to lift and carry objects up to 30 pounds alone or heavier with other employees.

WORKING CONDITIONS

- Work is primarily indoors at local gyms or outside at the sand volleyball courts within the city of Bismarck.
- Must be able to stand for 3-5 hours at a time.
- Public contact is frequent.

Updated June 2025
Approved by F & P Director