



## FLAG FOOTBALL COACH JOB DESCRIPTION

### JOB INFORMATION

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

### JOB SUMMARY

This position will be assigned to coach a flag football team at Sam McQuade Sr. Softball Complex. The coach will provide a quality coed youth activity, teach basic sport fundamentals, and emphasize 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 Recreation Specialist.
- Arrange a meeting with the Recreation 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.
- Create practice plan for the team to help the players learn the fundamentals of flag football.
- Officiate matches in the absence of an assigned official or recruit a parent.
- Abide by all rules set up by BPRD 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 Recreation Specialist prior to running out of supplies.
- Establish and maintain positive and effective working relationships with facility staff, players and parents.

- Arrive at scheduled time and be ready to work. Absences must have prior approval by the Recreation Specialist.
- Other duties as assigned.

#### **JOB SPECIFICATIONS**

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

#### **WORKING CONDITIONS**

- Work is outdoors at Sam McQuade Sr. Softball Complex.
- Must be able to stand for 1-3 hours at a time.
- Public contact is frequent.

Updated July 2025  
Approved by F & P Director