



JOB DESCRIPTION

JOB INFORMATION

Title: Youth Flag Football Coach

Classification: Part-Time Hourly I

Supervisor (s): Works under the general and detailed supervision of the assigned Program Coordinator and Recreation Specialist in charge of the program

JOB SUMMARY

Coaches will provide a quality youth activity for all participants, 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

1. Teach basic flag football fundamentals, knowledge and skills
2. Develop knowledge of game.
3. Arrive 30 minutes prior to scheduled time.
4. Complete all necessary paperwork to be included in the BPRD payroll system.
5. Communicate weekly with your coordinators to keep them informed.
6. Officiate games.
7. Coaches shall abide by rules set by the BPRD for game and facility operations.
8. Represent BPRD in a positive manner.
9. Coaches must complete all Incident/Accident reports as necessary and turn them in to coordinator or Recreations Specialist within 24 hours.
10. The coach will be responsible to know and implement information and rules in the Flag Football Program Handbook.
11. Coach are required to attend any scheduled training/orientation sessions prior to the start of the season.
12. Other duties as assigned by Recreation Specialist and Program Coordinator.

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 SPECIFICATIONS & WORKING CONDITIONS

1. Must have knowledge of the fundamentals, rules and skills of football.
2. Must possess the ability to communicate efficiently and effectively with participants, parents and co-workers.
3. Able to lift up to 20 pounds or heavier lifting with other employees.
4. Able to work outside in all climates and temperature.
5. Able to stand or walk around for long periods of time.

Updated: July 2018