



**BISMARCK PARKS AND
RECREATION DISTRICT**
Est. 1927

Let's Play!

Summer Youth Baseball/Softball Coach (Ages 5 to 12)

- Please fill out Bismarck Parks and Recreation District job application and attach lower portion of this page to the job application.
- The Summer Youth Baseball Program will take place at the **Sam McQuade Sr. Softball Complex**.
- The Youth Baseball Program dates are from **June 3 to July 25**.
- The program will run on Mondays & Wednesdays and Tuesdays & Thursdays mornings, with a time commitment of 8:00am to 1:00pm needed from all staff.
- The Mites 5–6 year old teams will practice and play games from 10 – 11am.
- The Squirts 7–9 year old teams will practice and play games from 8:30–9:45am.
- The Cal Ripken 10-12 year old teams will practice and play games from 11:15am – 12:45pm on Mondays and Wednesdays only.
- The Youth Baseball Clinic meets on Thursdays from 11:15am – 12:45pm from June 5– July 19.
- The program's objective is to teach young players the fundamentals, skills, and sportsmanship of the game. Participants learn through drills, scrimmages, and games.

Our emphasis is on equal play time, and, most of all, FUN!

(Return lower portion along with your application to Ethan at BPRD)

Youth Baseball Coach Position

NAME _____ PHONE _____

EMAIL _____

Coaching Preference would be all 4 days, but would consider 2 days. (Circle Availability)

Mon – Wed 8:00 am – 1:00 pm AND/OR Tues – Thur 8:00 am – 1:00pm

Program begins June 3 and ends July 25, at **McQuade Complex**, (North Washington St.)

ARE YOU INTERESTED IN SERVING AS A YOUTH BASEBALL COMPLEX SUPERVISOR?

YES OR NO

ARE YOU INTERESTED IN SERVING AS A BABE RUTH COACH AND/OR UMPIRE?

YES OR NO

Job Description

Job Information:

Title: Youth Baseball Coach

Classification: Part-Time Seasonal

Salary Range: Salary range and adjustments are determined on an annual basis by the Board of Park Commissioners.

Supervisor(s): Works under the general and detailed supervision of the Youth Baseball Supervisor and the Recreation Specialist.

Job Summary

This position will be assigned to coach in our Mites, Squirts & Cal Ripken program and youth baseball clinic. The philosophy, policies, procedures, and rules of the program must be followed at all times.

Examples of Duties and Responsibilities

1. Coaches must be at the assigned location at least 30 minutes prior to the start of the program. Coaches are responsible to put a practice plan/schedule together on a weekly basis (with approval from the Coordinator).
2. Coaches will report to the program Coordinator upon arrival to check for any changes or concerns. Coaches will also check in with the Coordinator before leaving the complex.
3. Coaches are provided with staff shirts by the Bismarck Parks and Recreation District which are required to be worn while on duty.
4. Coaches are responsible to be for putting teams together. Teams should be as equal and balanced as possible.
5. Rosters will be provided by the Program Coordinator. The rosters must be completed and turned in to the Program Coordinator prior to the first league game.
6. Coaches must report any scheduling or roster concerns to the program Coordinator.
7. Coaches will obtain a bag of equipment. This can be picked up at the headquarters shack. The bag should be checked for proper equipment. If equipment is damaged or missing the coach will get a replacement piece from the Program Coordinator. They must also inspect the condition and account for all pieces of equipment as well as team t-shirts. After the season the coaches and coordinator will return the equipment and left over shirts to the World War Memorial Building.
8. Coaches will be responsible to be familiar with and follow the philosophy, policy and rules of the program.

9. Coaches should check the diamond while players are warming up. Any concerns should be brought to the program coordinator's attention immediately.
10. Coaches must maintain a positive relationship with players, fans, and co-workers.
11. Coaches should check BPRD website and informational line in the event of inclement weather. We will post on the website and informational line if we cancel. If we have to cancel practices or games we will do so by 7:45 a.m. At no time should a coach take it upon himself/herself to cancel a practice or game.
12. Coaches will report any injuries immediately to the Program Coordinator. Coaches must fill out and sign an accident/incident report when the injury or incident occurs. This must be turned in to the Program Coordinator prior to the end of your shift.
13. Coaches are hired with the understanding that you will be available for the entire season. If you need to be gone you must notify the Coordinator as far in advance as possible so an adequate substitute can be found.
14. Coaches will be required to attend all scheduled meetings and workshops to prepare for the season as well as any scheduled during the season to monitor the program (Ex. training/orientation workshops, first aid/CPR/AED, coach meeting, mandatory weekly coaches meeting.)
15. Communicate on a regular basis with your coordinator to keep them posted regarding the status of you and your team.
16. Other duties as assigned by the Program Coordinator and Recreation Specialist.

The above statements are intended to describe the general nature 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.

Qualifications

1. Must have knowledge of the fundamentals, rules, and skills of baseball.
2. Ability to effectively communicate with and relate to participants, parents and co-workers.
3. Position will require extensive contact with youth and minors.
4. Need to be available from end of May to end of July. Hours will vary.
5. Prior coaching experience in baseball preferred but not required.
6. Able to lift up to 30 pounds or heavier lifting with other employees.