



YOUTH BASKETBALL COORDINATOR 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 Recreation Manager and Facility Specialist in charge of the program.

JOB SUMMARY

Youth Basketball Coordinator supervises and coordinates the Youth Basketball Program, using the basic philosophy adopted 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

- Attends and assists in implementing all required coach and official training sessions.
- Assist with development of the season and jamboree tournament schedules for the season.
- Supervise Jamboree tournaments at the end of season.
- Assist with supervising assigned elementary schools and the coaches working at each of the schools. The coordinator should also attend and supervise at least 1 practice or game at their schools per week.
- Communicate with parents/participants about the program.
- Assist with recruiting head and assistant coaches for his/her schools.
- Assist with scheduling and supervising officials for his/her school games.
- Assist in distribution and collection of equipment, uniforms, pictures, etc.
- Able to handle problems and/or concerns that may arise during the program.
- Communicate the program's progress on a regular basis with the Facility Specialist and Park District Office.
- Attend weekly coordinator meetings with the assigned Facility Specialist.
- Evaluation of coaches and officials in writing and oral discussion at end of season.
- 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

- Ability to demonstrate knowledge of the fundamentals, rules, and skills of basketball.
- Prior coaching experience with elementary, junior high or senior high athletes.
- Good written and verbal skills and able to communicate effectively with players, officials, coaches and parents.
- Position will require extensive contact with youth as well as adults.
- Must be available weekday afternoons/evenings and Saturday mornings/afternoons during the season.
- Coordinator and coaches must be able to referee games as well as coach.

WORKING CONDITIONS

- Work is located primarily indoors at the World War Memorial Building and local school gyms.
- Must be able to stand for 1-3 hours at a time.
- Responsible to provide personal vehicle for work with mileage reimbursement at BPRD's standard rate.
- Public contact is frequent.

Updated June 2025
Approved by F & P Director