



## **YOUTH BASKETBALL OFFICIAL JOB DESCRIPTION**

### **JOB INFORMATION**

- **Classification:** Officials, Part-Time Seasonal
- **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 Facility Specialist and Youth Basketball Coordinator in charge of the program.

### **JOB SUMMARY**

The youth basketball official will be responsible for officiating youth basketball at local schools and the World War Memorial Building. The youth basketball 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 and meetings throughout the season.
- Follow rules set forth in the Youth Basketball Official Handbook (i.e. High School Association Rules).
- Officiate all scheduled games by oneself or with a partner.
- Responsible for ensuring other official (if scheduled) is on site. Must call scheduled official if he/she does not show up for games; or contact Youth Basketball Coordinator.
- 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**

- Establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.
- Inform supervisor prior to running out of supplies.
- Arrive at scheduled time and be ready to work. Absences must have prior approval by the supervisor.
- Responsible for personal neatness and attire; 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 basketball and/or basketball officiating.
- 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 walk and jog up and down a basketball court and remain standing during game time.
- Must maintain a fitness level acceptable to perform the skills required of the position.

**WORKING CONDITIONS**

- Work is primarily indoors at local gyms within the cities of Bismarck and Lincoln.
- Ability to move up and down a basketball court for 2-5 hours at a time.
- Public and spectator contact is frequent.
- Position will require extensive contact with youth and coaches.

Updated April 2025  
Approved by F & P Director