



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

JOB SUMMARY

The youth volleyball coordinator supervises and coordinates the youth volleyball 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.
- Attend weekly meeting with Facility Specialist
- 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 match at their schools per week.
- Assist with development of the season and jamboree tournament schedules.
- Supervise jamboree at end of season.
- Complete evaluations of assigned coaches 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 Facility Specialist 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 Facility Specialist.
- 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

- High school graduate with 1-2 years' part-time experience in volleyball, recreation programming, supervising staff or equivalent preferred.
- Prior knowledge of volleyball coaching or officiating preferred.
- Able to work weekday afternoons, evenings and Saturday mornings and afternoons.
- Maintain a fitness level acceptable to perform the skills required of the position.
- Requires extensive contact with youth and adults.
- Ability to effectively communicate verbally and in writing.

WORKING CONDITIONS

- Work is indoors at local elementary schools or the World War Memorial Building.
- Responsible to provide personal vehicle for work with mileage reimbursement at BPRD's standard rate.
- Must be able to stand for 3-5 hours at a time.
- Public contact is frequent.

Updated July 2025
Approved by F & P Director