



YOUTH VOLLEYBALL OFFICIAL JOB DESCRIPTION

JOB INFORMATION

- **Classification:** Officials
- **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 assigned Program Coordinator and Facility Specialist in charge of the program

JOB SUMMARY

The youth volleyball official will be responsible for officiating youth volleyball at local schools and the World War Memorial Building. The youth volleyball official will assist individuals and groups utilizing the facility and programs within the policies, procedures, and guidelines of the Bismarck Parks and Recreation District (BRPD).

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 officials' clinics and meetings throughout the season.
- Follow rules set forth in the Youth Volleyball Official's Handbook (NDHSAA rules).
- Officiate all scheduled matches.
- Abide by all rules set up by BRPD for game and facility operation.
- Follow all BRPD 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 BRPD in a professional and positive manner. BRPD issues clothing and equipment to employees and the issued items are to be used in an appropriate manner, not inconsistent with the image BRPD 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 Program Coordinator or Facility Specialist prior to running out of supplies.
- Arrive at scheduled time and be ready to work. Absences must have prior approval by the Program Coordinator or Facility Specialist.

- 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 knowledge of the fundamentals, rules, and skills of volleyball.
- Prior officiating experience in volleyball preferred but not required.
- Ability to effectively communicate with and relate to participants, parents and co-workers.
- Position will require extensive contact with youth.
- Ability to work after school hours and Saturday mornings or afternoons.
- Must maintain a fitness level acceptable to perform the skills required of the position.

WORKING CONDITIONS

- Work is indoors at the local elementary schools and the World War Memorial Building.
- Must be able to stand for 3-5 hours at a time.
- Public contact is frequent.

Updated July 2025
Approved by F & P Director