

YOUTH BASKETBALL COORDINATOR JOB DESCRIPTION

JOB INFORMATION

Title:	Youth Basketball Coordinator
Classification:	Part-Time III - Seasonal
Salary Range:	Salary range and adjustments are determined on an annual basis by the Board of Park Commissioners.
Supervisors:	Works under the general and detailed supervision of the Recreation Manager and Recreation 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. Coordinators are paid at an hourly rate (DOE).

JOB DUTIES AND TASKS

IN-SERVICE TRAINING

- Attends and assists implementing all required coach and official training sessions.
- Completes all training session requirements.

PROGRAM OVERSIGHT

- 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.
- Able and available to 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 matches.
- 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 Recreation Specialist and Park District Office.

STAFF MEETINGS

- Attend weekly coordinator meetings with the assigned Recreation Specialist.

EVALUATIONS

- Evaluation of coaches and officials in writing and oral discussion at end of season.
- Attends an oral discussion of the written coordinator evaluation at end of season.

OTHER ESSENTIAL DUTIES

- Frequent lifting up to 30 pounds or heavier lifting with other employees. Assist with setting up and taking down volleyball nets and poles.
- Maintain a valid driver's license for the class of vehicle to be driven.
- Adhere to risk management program including timely submission of incident/accident and safety concern reports, safety training, and inspections.

The above 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 positions, duties, and tasks as they may change or be adjusted as situations require.

JOB SPECIFICATIONS

- Able to work weekday afternoons and evenings and Saturday mornings and afternoons.
- Knowledge of the fundamentals, rules and skills of basketball.
- Prefer prior coaching experience from the elementary, Jr. High, or Sr. High level.
- Indication of programming background.
- Has previously held leadership positions or willingness to do so.
- Displays ability to work effectively with the other employees and school staff.
- Displays ability to establish good public relations.
- Displays good written and verbal skills.