



# **BISMARCK PARKS AND RECREATION DISTRICT**

**Est. 1927**

## **JOB DESCRIPTION**

### **JOB INFORMATION**

<b>TITLE:</b>	Summer Youth Volleyball Coach
<b>CLASSIFICATION:</b>	Part-Time I – Hourly (Starting at \$11.25 - \$12.25; DOE)
<b>SALARY RANGE:</b>	Salary range and adjustments are determined on an annual basis by the Board of Park Commissioners
<b>SUPERVISOR(S):</b>	Works under the general and detailed supervision of the Facility Specialist and Program Coordinator in charge of the program.

### **JOB SUMMARY:**

This position will be assigned to coach at the World War Memorial Building and Sertoma Sand Volleyball courts in Bismarck. The philosophy and rules of the program must be followed at all times.

### **JOB DUTIES AND TASKS:**

1. Attend all meetings and workshops set up to prepare for and monitor the summer youth volleyball program.
2. Complete all paperwork to be put on the District's payroll.
3. Prepare evaluation drills for practices at the World War Memorial Building and the Sertoma Sand Volleyball Courts to help determine team makeup.
4. Assist Coordinator with determination of team rosters.
5. Prepare drills and practice plans for practices throughout the season.
6. Assist with the distribution of team t-shirts, schedules and picture order forms.
7. Communicate with Coordinator about any days off.

8. Provide officiating for scrimmages and matches.
9. Communicate on a regular basis with your Coordinator to keep her aware of any progress or problems.
10. Make sure all players on your team are picked up from volleyball or supervised by another coach before you leave for the day.
11. Assist with equipment pick up as necessary at the end of each session.
12. Abide by all rules set up by the District for match and facility operation.
13. Complete all incident reports as necessary and turn them into Coordinator or Facility Specialist in a timely manner.

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 position, duties and tasks as they may change or be adjusted, as situations require.

#### **JOB SPECIFICATIONS**

1. Must have knowledge of the fundamentals, rules and skills of volleyball.
2. Ability to communicate and work with the participants, parents, co-workers and other coaches.
3. Position will require extensive contact with youth and minors as well as adults.
4. Must be able to work Tuesday and Thursday mornings from 8am-12pm in June through first week in August.