



## Job Description

### Job Information

<b>Title:</b>	4 <sup>th</sup> and 5 <sup>th</sup> Grade Basketball Coach
<b>Classification:</b>	Part-Time I – Hourly (Starting at \$10.75/Hour; DOE)
<b>Salary Range:</b>	Salary adjustments are determined on an annual basis by the Board of Park Commissioners.
<b>Supervisor(s):</b>	Works under general and detailed supervision of the assigned Program Coordinator and Facility Specialist in charge of the program.

### **Job Summary:**

This position will be assigned to coach at one of the elementary schools within Bismarck. The coach will provide a quality youth activity, for all boys and girls, teaching basic sport fundamentals, while emphasizing sportsmanship and participation by all. The coach is also expected to follow the philosophy set forth by the Bismarck Parks and Recreation District.

### **Job Duties and Responsibilities:**

1. Attend all scheduled meetings and workshops.
2. Arrange a meeting with the principal, secretary, and custodian of the school to which you are assigned prior to your first practice. The purpose of this meeting is to begin communication, develop a practice schedule as well as review school policies and guidelines.
3. Organize a practice schedule that consists of one practice per week for 4<sup>th</sup> grade and two practices per week for 5<sup>th</sup> grade. Each practice must be structured and be at least one hour in length but no longer than one hour fifteen minutes per team. A copy of this practice schedule must be given to your school, coordinator, and the Facility Specialist immediately. No weekend practices will be allowed.

4. If you open the school facility for practices or games, you must clean up the gym area and bathrooms, turn off the lights, and verify that all players have secured a ride home before you leave. Lock and double check all doors!!
5. You must arrange for a parent or another reliable adult to operate the clock during games. You must also set up chairs prior to the game and put them away when the games are finished. In the event that a scheduled official is absent, coaches must officiate their own games or recruit a parent to do so.
6. Complete all necessary paperwork to be included in the District's payroll system.
7. For home games you must set up a scorer's table, scoreboard, and chairs at least 20 minutes prior to your game time and put them away when you are finished.
8. Follow your schedule for practices and games. Whenever possible, avoid changes and cancellations. If a change **MUST** be made, make sure you notify your coordinator, your school, the Facility Specialist, the opposing coach, and official.
9. Communicate weekly with your coordinators to keep them informed.
10. All teams must be split as equally as possible.
11. Coaches shall abide by rules set by the District for game and facility operations.
12. Coaches must complete all Incident/Accident reports as necessary and turn them in to your coordinator or Recreation Specialist within 24 hours.

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 Qualifications and Conditions:**

1. Must have knowledge of the fundamentals, rules and skills of basketball.
2. Must possess the ability to communicate efficiently and effectively with schools, participants, parents and co-workers.
3. Position will require extensive contact with youth and minors.
4. Must be able to practice on weekdays and coach Saturday games.