

JOB DESCRIPTION

JOB INFORMATION

Title:	Youth Volleyball Official
Classification:	Officials, Part-time Seasonal
Salary Range:	Salary range and adjustments are determined on an annual basis by the Board of Park Commissioners.
Supervisor:	Works under the general and detailed supervision of the Facility Specialist and Youth Volleyball Coordinator 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).

RESPONSIBILITY/ACCOUNTABILITY

Employee is directly accountable for his or her own actions or inaction.

Employee is to take direction from assigned supervisor or person responsible for successful completion of task.

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.

**Denotes Essential Functions*

*Attend all official's clinics and/or meetings throughout the season.

*Follow rules set forth in the Youth Volleyball Handbook (i.e. High School Association Rules).

*Officiate all scheduled matches.

*Complete Initial Incident/Accident Reports and Safety Concern Reports as needed and give to the supervisor the following day.

*Represent BPRD in a professional and positive manner.

*Clock in and out and add number of matches officiated on BPRD's electronic time keeping system (web based browser system). Official will be trained on how to use the electronic time keeping system.

*Ability to lift 30 pounds alone or heavier lifting with assistance.

*Report to work on time and ready to work. Absences must receive prior approval by the supervisor.

OTHER DUTIES AND TASKS

Understand and follow the standard operating procedures outlined in the employee handbook.

Inform supervisor prior to scheduled match of a sub change.

Establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

QUALIFICATIONS

Must have a background in volleyball and/or volleyball officiating.

Must maintain a fitness level acceptable to perform the skills required of the position including strength and endurance testing, if needed.

The ability to effectively communicate verbally and in writing.

Ability to lift and carry objects up to 30 pounds alone or heavier with other employees.

WORKING CONDITIONS

Work is primarily indoors at local gyms within the cities of Bismarck and Lincoln.

Must be able to stand for 3-5 hours at a time.

Public and spectators contact is frequent.

Position will require extensive contact with youth and coaches.

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