

POSITION DESCRIPTION

Position Title: Head Softball Coach	Number: 0016.CH	FTE: 1.0
Classification: Professional Exempt	Report To: Director of Athletics	Date: 01/26

General Description and Purpose

The Head Coach is responsible to the Director of Athletics for developing, organizing, supervising, recruiting and managing the women's softball program.

Primary Functions/Responsibilities

1. Oversee the entire recruiting process of all women's softball student athletes.
2. Develop daily practice schedules with player and coach participation clearly outlined.
3. Develop and implement a sound weight training and conditioning program, both during the season and out-of-season.
4. Monitor all women softball athletes living on or off-campus.
5. Remain current with and abide by NJCAA and Jayhawk Conference rules and regulations.
6. Remain current with professional literature, attending clinics and workshops as available.
7. Work with the Director of Athletics in developing softball schedules.
8. Develop an annual departmental budget to be presented to the administration.
9. Administer budget and budget requests according to administration and College mandate.
10. Develop an inventory system for all softball equipment.
11. Monitor and maintain softball facilities year-round at Angood field and the indoor batting facility.
12. Be an active member of the Beaver Backers Booster Club and actively participate in fund-raising for the athletic program, including respective sport.
 - a. Fundraising to maintain softball facilities, equipment and travel.
13. Other duties as assigned by the Director of Athletics.

Supervises the Following Staff

1. Assistant Softball Coach

Required Knowledge, Skills, Abilities, and other Characteristics

1. Understand, support and enforce all policies, athletic as well as academic, as expressed by the Board of Trustees of Pratt Community College. This will be done in letter, intent and spirit.
2. Ability to communicate effectively with staff, faculty and administration.
3. Ability to communicate with and command respect from students.

Experience

1. Coaching and/or playing experience at the high school level required.
2. Coaching and/or playing experience at the college level preferred.

Education

1. Bachelor's degree required.
2. Master's degree preferred.

Certifications and/or Licensure

None

Work Conditions/Environment

Office setting as well as outdoor work in various weather conditions.

Other

Position requires evening and weekend work.

Acknowledgement of Receipt and Agreement

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

Employee Name (Printed)

Date

Employee Signature