

POSITION DESCRIPTION

Position Title: Assistant Softball Coach	Number: 0017.CH	FTE: .51
Classification: Professional Exempt	Report To: Director of Athletics	Date: 06/26

General Description and Purpose

The Assistant Softball Coach is delegated the responsibility for assisting in the development, organization, supervision, and management of the Softball program. The Assistant Softball Coach works under the guidance and direction of the Head Softball Coach and is supervised by the Director of Athletics. This position must have the ability to work effectively with a wide range of constituencies and can meet the travel demands of the athletic competition schedule.

Primary Functions/Responsibilities

1. Assist the Head Coach in actively recruiting players who are in good social standing not only in their respective high schools, but in their communities as well.
2. Help recruit academically and athletically qualified prospective student-athletes.
3. Help with monitoring class attendance, academic check-ins, and academic progress with all Softball student-athletes.
4. Help field and maintain a goal of 24 eligible student-athletes to sustain the team throughout the season, adhering to academic guidelines for participation in compliance with the National Junior College Athletic Association (NJCAA) standards.
5. Support and assist the head coach in all practice and game setting(s) deemed necessary
6. Possess knowledge of and commitment to compliance with all NJCAA and Kansas Jayhawk Community College Conference (KJCCC) rules and regulations.
7. Actively participate in fund-raising for the athletic program, including respective sport.
8. Actively participate in community engagement events.
9. Assist the head coach with schedules, budgets and inventory of the Softball program.
10. Participate with the head coach in an annual evaluation of the Softball program.
11. Assist the head coach in monitoring all Softball student athletes living on or off campus.
12. Monitor and maintain practice facilities.
13. Assist the head coach in implementing a long term plan for the Softball program.
14. Understand, support, and enforce all policies, athletic as well as academic, as expressed by the Board of Trustees and administration of Pratt Community college. This will be done in letter, intent and spirit.
15. Possess and maintain CPR/First Aid Certifications.
16. Other duties as assigned by the Head Softball Coach and Director of Athletics.

Coordination and Accountability Tasks

Remain current with and abide by NJCAA and Jayhawk Conference rules and regulations.

Supervises the Following Staff

Assist with the supervision of all student workers involved with the Softball program
Including managers, statistician, etc.

Required Knowledge, Skills, Abilities, and other Characteristics

1. Willingness to understand the community college role and mission.
2. Ability to communicate effectively with staff, faculty, administration and community.
3. Ability to communicate with and command respect from students and serve as a role model to them.

Experience

1. One (1) year of Coaching and/or playing experience at the high school level required.
2. One (1) year of Coaching and/or playing experience at the college level preferred.

Education

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

Certifications and/or Licensure

CPR/First Aid

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