



## JOB DESCRIPTION

<b>JOB TITLE:</b> Head Softball Coach (Head Coach / Sports Instructor II)	<b>FLSA:</b> Exempt
<b>Department:</b> Administration – Athletics	<b>Date Reviewed:</b> 11/18/21
<b>Security Sensitive:</b> Yes	<b>Grade:</b> GB
<b>Reports to:</b> Athletic Director	

### Job Summary

Under the general direction of the Athletic Director, the Head Softball Coach is responsible for all aspects of the intercollegiate softball program at Galveston College, including but not limited to, oversight of recruiting, coaching and training student-athletes in the sport of softball to prepare them for success in competition at the NJCAA Division I level. The position is a non-tenured, non-contract assignment not tied to traditional faculty teaching loads.

### Essential Job Functions

- Creates and reinforces an environment of academic expectations, achievements, and success that supports and encourages academic progress and graduation, with an emphasis on programmatic policies and procedures. In a manner consistent with institutional academic integrity, the Head Coach agrees to direct all communication concerning a student-athlete's academics through appropriate administrative and academic lines of communication as stipulated by departmental and college guidelines. The Head Coach will also provide oversight and assign staff responsibilities to coordinate, monitor, and implement study hall.
- Responsible for managing and operating all aspects of the sports program within the guidelines and requirements established by the College and the department. Required documents and related administrative responsibilities must be handled in a thorough, complete, and timely manner. Schedule all competitions for the program in conjunction with the Director of Athletics or designee. Directs and supervises the assistant softball coach and volunteers and is responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge.
- Within the scope of authority, use college resources wisely, adheres to college and department fiscal procedures and practices, and operates within the budgetary allotment allocated by the College unless prior approval has been given by the administration.
- Ensures that team members are improving, developing, and progressing as athletes and as students during their collegiate careers. Positions program to achieve competitive goals as established in conjunction with athletics administration.
- Maintains effective, proactive, and responsive communication throughout the athletics program, while emphasizing relationships with sport administrators and support services.
- Operates the sport program with an atmosphere of compliance, integrity, and within the scope and intent of NJCAA, conference, and College policies, regulations, and procedures. Compliance-related

activities and paperwork required of the sport program are the responsibility of the Head Coach and must be submitted in a complete and timely manner.

- Assists in promoting the College by soliciting and encouraging contributions to and support for the College's Department of Athletics. Makes public appearances as a representative of the sport, the Department, and the College. Participates, as requested by the Director of Athletics or designee, in events, activities, and/or efforts designed to foster increased external participation in, and support for, the Department and the College.
- Cultivates and maintains effective relations with associations, conferences, alumni, media, civic groups, students, faculty, parents, and friends of the College as directed by the program's administrative supervisor.
- Recruits and retains student-athletes who can compete successfully on a level consistent with program expectations and who can be successful in an academic environment and graduate from the College.
- Is a professional representative of the College and a role model for student-athletes, the Department, and the community. Operate within the rules, regulations, and policies of the College, the Athletic Department, and NJCAA.
- Fosters a positive environment that encourages and supports sportsmanship, and ensure that public statements are supportive of the College and the Athletics Department.
- Contributes to the total development of the student-athletes in the program in a manner consistent with the educational values of the College. In addition, provides support and assistance to service units and student-athletes with regard to academic progress and graduation.
- Is a positive team player. Sets a positive example for the Department by supporting the mission and philosophy of the Athletics program and the College.
- Responsible for preparing and maintaining the softball field and facility while working collaboratively with facilities personnel.
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Perform other duties as assigned.

#### **Minimum Education, Skills and Abilities**

- Master's degree in Fitness and Human Performance, Kinesiology, Physical Education, or a closely related field related to the assignment or to a teaching area at Galveston College; a minimum of three years' experience coaching and instructing softball at the high school level or above; or, an equivalent combination of education and experience;
- Ability to evaluate physical performance related to an intercollegiate athletic program;
- Effective planning and organizational skills;
- Ability to effectively communicate with student athletes, faculty, staff, and the community;
- Ability to work independently;
- Ability to provide effective on- and off-field management and leadership;
- Knowledge and skill in the use of integrated software systems and Microsoft applications; and,
- Ability to work effectively with an ethnic, cultural and diverse student population.

#### **Preferred Qualifications:**

- Three years coaching experience above the high school level.

- Knowledge of NJCAA intercollegiate athletics, rules and regulations of athletic associations and conferences;
- A current CDL License.

**Work Environment**

- Operates primarily in a variety of conditions, in a climate controlled office and gymnasium, training rooms and outdoor ball field environment.

**Special Requirements**

- Availability to work evenings and weekends;
- Ability to travel for team practices, competition and scouting;
- Appropriate driver's license for transportation of team in vans or bus;
- Ability to occasionally lift, carry, and/or drag approximately 50 pounds.
- Physical ability to participate in all facets of training and competition of College athletic teams;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date