



## JOB DESCRIPTION

<b>JOB TITLE:</b> Sports Instructor I / Assistant Softball Coach	<b>FLSA:</b> Exempt
<b>Department:</b> Athletics	<b>Revised Date:</b> 7/23/18
<b>Security Sensitive:</b> Yes	<b>Grade:</b> GA
<b>Reports To:</b> Sports Instructor III / Athletic Director & Head Coach (Director may perform these duties in addition to the Sports Instructor III / Athletic Director & Head Coach)	

### Job Summary

Under the general supervision of the Sports Instructor III / Athletic Director & Head Coach, the Sports Instructor I / Assistant Softball Coach provides instruction, support and assistance with all aspects of the intercollegiate softball program. The primary duties of the Sports Instructor I / Assistant Softball Coach are teaching, tutoring, instructing and lecturing. The Sports Instructor I / Assistant Softball Coach position is a non-tenured, non-contract assignment not tied to traditional faculty teaching loads.

### Essential Functions

- Serves as the primary conditioning instructor for student athletes. The Sports Instructor I / Assistant Softball Coach develops and maintains an effective program of physical conditioning designed to develop strength and endurance;
- Works in conjunction with the Sports Instructor III/Athletic Director & Head Coach to teach the psychological, social, and mental skills necessary for the student athletes to be successful in the classroom, on the field, and in future endeavors;
- In cooperation with the Sports Instructor III/Athletic Director & Head Coach, the Sports Instructor I / Assistant Softball Coach develops and maintains a system to identify potential recruits and to work closely with area high school instructors and parents to recruit quality student athletes to Galveston College;
- Works with Admissions and Financial Aid to expedite the registration, admission, and other administrative processing of all student athletes;
- Responsible for securing support staff including security, officials, and concession workers for all home games;
- Under the direction of the Sports Instructor III/Athletic Director & Head Coach, the Sports Instructor I/Assistant Softball Coach is assigned to work with selected athletes on various game day situations;
- Works with the Sports Instructor III/Athletic Director & Head Coach in developing line-ups, game strategies, and individual work-out and practice needs for various student athletes;
- Serves as a role model for the student athletes by exhibiting ethical and professional conduct at all times;

- Represents Galveston College at various civic events, throughout the community;
- Cooperates with GISD personnel for efficient utilization of shared facilities;
- Resides in designated campus housing and provides oversight of athletes residing in campus housing; reports damage(s), needed maintenance, security issues, etc. to the Sports Instructor III/Athletic Director and Head Coach, Security and/or Director of Physical Plant & Security;
- Occasional public speaking engagements to promote the program may also be required;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- 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;
- Other duties as assigned.

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

- Bachelor's degree in Physical Education or related field (Master's degree preferred);
- A minimum of two years experience competing at a collegiate level is preferred;
- Ability to objectively evaluate physical skills in the areas of physical potential and mental capability for intercollegiate athletics;
- Working knowledge of the rules of softball and the ability to teach critical softball skills required;
- Working knowledge of NJCAA rules and regulations and competitive softball strategies and training techniques;
- Excellent written and oral communication skills required. Ability to effectively communicate both within and outside the College including, but not limited to, student athletes, parents, recruits, athletic instructors, civic and business leaders required;
- Ability to work as a support individual within a group setting;
- Ability to provide effective leadership to student athletes to encourage both successful academic development and competitive performance;
- Must possess the physical skills necessary to demonstrate softball techniques;
- Current CDL license.

### **Work Environment**

- Position involves both inside sedentary work and physical activity outside on the field instructing and training situations with student athletes;
- Involves strenuous exercise of muscles used in stooping, bending, running, throwing, pitching and batting;
- Major hazardous conditions can result from the operations of field maintenance equipment including, but not limited to, tractors, drags, and mowers;
- Exposure to fertilizer, lawn chemicals, and weather conditions.

### **Special Requirements**

- Must have current licensure for transportation of the team in vans or bus;
- Ability to work evenings and weekends;
- Must have current training in First-aid and CPR;
- 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? \_\_\_\_\_

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Signature

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Date