

## POSITION DESCRIPTION

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**JOB TITLE:** ASSISTANT WOMEN'S SOFTBALL COACH

**DEPARTMENT:** ATHLETICS

**DIVISION:** STUDENT AFFAIRS

**SALARY:** \$16,313.76 PLUS HOUSING AND MEAL PLAN

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** HEAD WOMEN'S SOFTBALL COACH AND ATHLETIC DIRECTOR

**SCHEDULE DETAILS:** FACULTY/FULL-TIME/10 MONTH POSITION/MISSOURI PUBLIC SCHOOL RETIREMENT SYSTEM

**DATE OF LATEST REVIEW/REVISIONS:** October 22, 2024

### Position Summary

Assist with the coaching of the Women's Softball team with primary duties of instruction in the rules, regulations, techniques, and team concepts of the sport, specific position instruction, game day coaching and instruction, practice planning and execution both during on- and off-season. Additional responsibilities include recruitment, conditioning, supervision of athletes, maintenance of field and equipment, and administrative tasks as assigned.

### Essential Job Duties

- Provide instruction in all aspects of the game of Women's Softball including fundamentals of the game, rules, regulations, techniques, and team concepts.
- Provide specific position instruction.
- Provide planning and execution of instruction during on- and off-season daily practices.
- Provide game day instruction and coaching.
- Perform recruiting activities to develop a competitive team.
- Maintain Women's Softball field. Perform pre-game and post-game field preparation.
- Perform weekly random room checks in the residence halls and enforce curfews.
- Coordinate team travel arrangements, motel reservations, travel itineraries and arrangements with food service for meals when games interfere with regular dining schedule.
- Report game scores and information to the media, as needed, and to NJCAA each week.
- Maintain stats internally as well as on the NJCAA website in addition to assisting with the Crowder athletics website.
- Coordinate equipment and field maintenance.
- Assist the head coach with implementation, supervision, and coordination of fundraisers.
- Supervise and assist student-athletes in community projects.
- Maintain office hours and correspondence files.
- Perform other related tasks as assigned by the Head Coach, Athletic Director and/or Vice President of Student Affairs.

### Required Knowledge, Skills & Abilities

- Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members.
- Understanding of and commitment to the community college philosophy and mission.

### Preferred Knowledge, Skills & Abilities

- Bachelor's Degree
- Three successful years as a softball coach, collegiate level preferred

### Information Technology Abilities

- Operate standard office equipment such as computers, copiers, and telephones

**Positions Supervised**

- None

**Working Environment**

- Sometimes indoors in a gym, office or classroom environment with minimal exposure to temperature changes, noise, dust or chemicals; outside during games and practices.
- Responsibilities sometimes involve evening and weekend work.
- Access information using computers.
- A neat appearance and appropriate apparel are required.

**Physical Environment**

- Position will involve mobility within the campus facilities and various sites including game locations.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language/Communication Skills**

- Ability to communicate effectively with a variety of people, including staff, students, parents, and the general public, in both written and oral mediums.

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