

POSITION DESCRIPTION

JOB TITLE: HEAD SOFTBALL COACH

DEPARTMENT: ATHLETICS

DIVISION: STUDENT AFFAIRS

SALARY: COMMENSURATE WITH SKILLS AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: 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

Coach the softball team with other duties which include recruiting, practice and game coaching, fundraising, athlete conditioning, maintaining the field and equipment, awarding and maintaining softball scholarships, providing softball budget assistance, and arranging team travel and meals.

Essential Job Duties

- Teach all aspects of the game of softball through fundamentals of offense and defense in daily practice sessions.
- Recruit and maintain an active softball team roster in order to develop a competitive team.
- Develop and evaluate player performance.
- Conduct and supervise all practices.
- Supervise the assistant softball coach.
- Schedule and attend all contests (games and scrimmages).
- Conduct year-round field maintenance and perform pre-game and post-game field preparation.
- Ensure students comply with all athletics policies and procedures (curfews, room checks, health protocols, etc.).
- Coordinate team travel arrangements, lodging, and travel itineraries.
- Arrange special meals with campus food service when games interfere with the regular dining schedule.
- Report game scores and information to all media outlets, as needed.
- Assist with maintenance and updates to the athletics/softball portion of the website.
- Coordinate maintenance of softball program equipment.
- Coordinate with residence life on housing assignments.
- Coordinate and supervise fundraisers and appropriately manage fundraising budget.
- Appropriately manage, in cooperation with the Athletic Director, the softball budget.
- Appropriately manage the softball scholarship budget.
- Award scholarships and maintain proper documentation.
- Support student athletes who wish to transfer to four-year institutions/teams.
- Supervise and assist student-athletes in community projects.
- Maintain office hours and correspondence files.
- Perform other related tasks as assigned by the Athletic Director.

Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Three successful years as a softball coach
- 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

- Master's degree

- Three successful years of collegiate level softball coaching

Information Technology Abilities

- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Crowder College Network environment.
- Ability to use E-mail.
- Ability to perform basic Word and Excel functions.

Positions Supervised

- Assistant Softball Coach and volunteers

Working Environment

- The working environment is both indoors and outdoors, sometimes in a gym, office, or classroom with exposure to temperature changes, noise, dust or chemicals.
 - Responsible for weekend and evening work in addition to some overnight and/or out of town travel.
 - A neat appearance and appropriate apparel are required.
 - Normal college working hours in addition to required evening and/or weekend work.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Environment

- Position will involve mobility within the campus facilities and various sites including game locations.
- Ability to lift up to 50 pounds, work with athletic equipment, etc.
- Input, access and distribute information using computers.
- 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.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.