

POSITION DESCRIPTION

POSITION TITLE: [Assistant Softball Coach / Facility Maintenance](#)

ORGANIZATIONAL UNIT:
Athletics

REPORTS TO:
Athletic Director

REVISION DATE:
June 2022

I. NARRATIVE GENERAL DESCRIPTION

The Assistant Softball Coach/Facilities Maintenance position is responsible to the Athletic Director for assisting in the management of a varsity intercollegiate sports program and team within the guidelines, rules and regulations of Coffeyville Community College (CCC), the Kansas Jayhawk Conference (KJCCC), and the National Junior College Athletic Association (NJCAA). Additionally, this individual will assist with strength training, physical fitness, flexibility, agility, balance and power training. This position will also assist in the operation, management, and maintenance of designated athletic facilities.

II. FUNCTIONAL RESPONSIBILITIES

- A. Assist the head coach with practice sessions, workouts, and coaching responsibilities assigned during athletic events.
- B. Assist the head coach in all facets of office work, study hall, admissions, compliance, and recruiting as determined and set forth by the head coach.
- C. Develops a comprehensive and functional knowledge of the sport and maintains thorough familiarity with all applicable college, NJCAA and KJCCC rules and regulations.
- D. Scouts for and recruits quality student-athletes as directed by the recruiting philosophy of the Head Coach. Coordinates recruiting activities.
- E. Assists in the implementation of the academic programs, including the monitoring of individual student-athlete progress, the enforcement of study and tutorial programs.
- F. Assist in the placement of graduating student-athletes with four year colleges and universities.
- G. Works with student-athletes and monitors adherence to team rules and regulations concerning conduct, appearance, behavior and class attendance.
- H. Participates in public relations activities with media, civic groups and booster clubs to maximize exposure for the team and to assist in promotional/fundraising activities. All attempts to increase present revenue sources and develop new sources should be coordinated through the Athletic Director's office.
- I. Responsible for overseeing accurate statistics and forms especially those required by the conference.
- J. Assist in the oversight of work-study students and the softball manager as determined by the head coach.
- K. Demonstrates a cooperative attitude toward all other sports within the intercollegiate athletic program.
- L. Secondary job will be taking care of the Softball Field and indoor training facility.
- M. Meet attendance expectations as required for the position which may include a willingness to work unusual hours including evenings and week-ends as needed.
- N. Actively participate in college and community activities.
- O. Performs special assignments and related duties as required or assigned by the Athletic Director.

III. REQUIRED KNOWLEDGE, SKILLS AND PERSONAL QUALIFICATIONS

- A. Excellent communication skills both oral and written
- B. An understanding of the mission and role of the comprehensive community college.

- C. Knowledge of various levels of education including high school, community college and four-year colleges and universities.
- D. Ability to establish and maintain effective working relationships with other department staff, faculty, students and public.
- E. Ability to coordinate with campus personnel to resolve problems/conflicts.
- F. Interest in student activities that occur outside the classroom and a willingness to participate in and attend college functions.
- G. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.
- H. Ability to effectively work with various public and diverse populations.
- I. Human relation skills of ordinary courtesy, understanding and ability to stimulate motivation, confidence and enthusiasm in students.
- J. Willingness to enforce institutional policies and procedures.
- K. A thorough knowledge of the game of Softball as a team sport. In particular, strength in recruiting is of importance on both a state and national level.
- L. Administrative ability to manage details of budget, scheduling, recruiting and supervision of student progress in academic endeavors.

IV. REQUIRED EXPERIENCE

- A. At least three years coaching and recruiting experience preferably at the post-secondary level.
- B. Experience working with students with diverse backgrounds/life experiences.
- C. Teaching experience preferred.

V. REQUIRED EDUCATIONAL BACKGROUND

A Master's Degree is preferred from a regionally accredited institution of higher learning recognized by the US Department of Education. A Bachelor's Degree is required.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION: The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.