

JOB DESCRIPTION



Position Title: Assistant Coach – Baseball

Department: Athletics

Employment Category: Coaches

Primary Location: Douglas Campus

FLSA Classification: Exempt

Parameters: Full-time; 10 months/year

Pay Grade: Coach

Position Summary: The Assistant Coach for Baseball is responsible for assisting the Head Baseball Coach in coaching highly competitive NJCAA baseball program, recruiting student athletes, assisting in coordinating practices and activity travel, and promoting events and activities.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:
Assists the Head Baseball Coach in planning, directing, and coaching intercollegiate baseball program; develops student/athletes' fullest potential while being regionally competitive and ethically run; ensures NJCAA rules and regulation compliance

Provides quality coaching and instruction to students participating in the baseball program; develops, implements, and teaches related program curriculum as assigned

Assists in the supervision and coordination of baseball events and activities; attends scheduled baseball practices, classes, and all competitions; enforces safety regulations and procedures

Assists with the recruitment of student athletes; supports student athletes in realizing individual, team and academic goals

Assists Head Baseball Coach in providing ongoing oversight of student athlete's conduct both on and off the field; assists with conflict resolution, development of positive interpersonal relationships including campus integration with other students and faculty

Attends assigned college, department, and division meetings as required

Performs related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years college baseball experience

Prior college coaching experience preferred

CPR and First Aid Certification or ability to obtain certification required

Valid driver's license and the ability to be insured to drive college vehicles required

Revised 12/16

VPHR approved

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An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of intercollegiate baseball programs
Knowledge of and skill in use of computers and software applications, specifically Microsoft Office
Effective organizational, communication, and interpersonal skills
Ability to relate to a diverse population in a professional and helpful manner
Ability to organize, prioritize, and follow multiple projects and tasks to completion
Ability to work in adverse conditions, weekends, and evenings
Ability to promote a positive atmosphere of teamwork and cooperation both within the College and the community
Ability to effectively supervise the work of others
Ability to effectively identify and resolve problems while maintaining confidentiality
Strong personal work ethic and high level of personal integrity
Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under limited supervision on an athletic field with varying climatic conditions and in a classroom or office setting with appropriate climate control. Travel, early morning, evening, and weekend work is required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Head Baseball Coach

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.