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| Job Title: | Assistant Softball Coach | Job Number: | STUD-0008 |
| Department: | Student Affairs - Athletics | Job Grade: | 13 |
| Reports To: | Head Softball Coach | FLSA Status: | Exempt |

Job Purpose and Objectives:

Responsible for the assistance in recruitment, supervision and placement of students who are skilled in the areas of competitive softball at the college level.

Supervisory/Management Responsibilities:

☐ Yes ☒ No This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Assists with the promotion and development of the softball program of Labette Community College
2. Builds a schedule that suits the athletic program and assists in scheduling a field for practices and games
3. Sends athletic contracts to opponents and officials for softball
4. Assists in ordering all equipment and uniforms
5. Schedules transportation and obtains required funds from the business office
6. Reports upcoming games and events to the Athletic Director
7. Prepares the annual operating budget with assistance
8. Ability to work camps for recruiting and publicity purposes
9. Educate, counsel and monitor academic progress of student athletes
10. Ability to assist the Athletic Director in administering an intercollegiate athletic program
11. Attends meetings of Region 6 and Jayhawk Conference if requested by Athletic Director
12. Assists the Athletic Director as department's Weight Facility/Strength and Conditioning Coordinator
13. Additional hours may be required on occasion, including overnight, evening and weekend hours
14. Enforces and maintains compliance with all federal, state and local laws and ordinances
15. Performs other duties as assigned or deemed necessary
16. Complies with all organizational and departmental policies and procedures
17. Operates all job-related equipment, machinery, tools and other aids as required or needed
18. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
19. Travel required

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Associate's degree
2. Two years playing and/or coaching experience preferred
3. Pitch coach experience preferred
4. Overnight, weekend, and evening hours

Certifications / Licenses:

1. Valid driver's license

Skills/Knowledge/Abilities:

1. Basic knowledge of the fundamentals of softball
2. Knowledge of requirements for eligibility for all student athletes
3. Good organization and communication skills
4. Excellent time management skills and ability to multi-task and prioritize work
5. Ability to fulfill all duties with minimal supervision and to work independently
6. Assess situations rapidly and make logical decisions in a timely manner
7. Analyze facts and exercise sound judgment
8. Ability to effectively manage projects and multiple priorities simultaneously

9. Strong written and verbal communication skills
10. Problem solving and critical thinking skills
11. Strong math, spelling, computer, and calculator abilities
12. Ability to communicate in a professional, calm and courteous manner with the general public and employees
13. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here 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

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on ____1st____ floor of building. Office with ____1____ # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- | | |
|--|---|
| <input type="checkbox"/> Employee Information | <input type="checkbox"/> Managerial Information |
| <input checked="" type="checkbox"/> Organizational Information | <input type="checkbox"/> Professional Information |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☒ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

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| Employee Name (Print) | Signature | Date |
| Supervisor / Department Director (Print) | Signature | Date |

| Revision History | | | |
|------------------|------------------|------------|---|
| Revision # | Revision Author | Date | Description of Revision(s) |
| 00 | Hayley Howe- TAG | 06/01/2024 | Formatted and finalized from previous JD and job analysis questionnaire/process |
| 01 | | | |
| 02 | | | |