

Seward County Community College
Structured Compensation - Job Description
Coach Assistant Softball

Data Year: 2017

Prepared On: 11/13/2017

Department:	Athletics	Grade:	10
Reports To:	Head Softball Coach and AD	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	R. Allen / Dr. Trzaska	Effective Date:	07/01/2017
		Revised Date:	07/24/2017

Role:

Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques of sport coached. Assists head coach, supervises work study students and maintains field and surrounding areas. Employment of 207 days during the fiscal year.

Essential Functions & Responsibilities:

- E 30% Recruits by making contacts with potential student-athletes, through attending in- and out-of-state games and practice observations, makes contacts with coaches, conducts personal, school and home visits, coordinates personal and player travel arrangements and assists in campus visitations.
- E 30% Serves as assistant to the head coach analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques of sport coached.
- E 20% Monitor student athlete attendance and study hall to ensure compliance with eligibility policy. Counsels team members in academics, disciplinary and personal matters, to include consulting with the director of Admissions and College administrators to resolve problems. Monitors the academic progress and eligibility status of student-athletes. Advises and counsels with student-athletes regarding their obligations to comply with all rules and regulations related to financial aid and eligibility, as well as personal conduct and appearance.
- E 20% Perform field maintenance on the SCCC Softball Complex by displaying knowledge of the latest trends.

Performance Measurements:

1. To understand the rules and regulations of National Junior College Athletic Association, Kansas Jayhawk Community College Conference and Region VI.
2. To adhere to community life. National and State Athletic Association standards.
3. To demonstrate leadership on our campus through athletics.
4. To manage student-athlete records with accuracy and confidentiality.
5. To participate in public relation activities, to include granting interviews with newspaper, radio and television media, attending press conferences and making public appearances.

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6. To represent the department at professional, civic, charitable, and alumni events.
7. To assists with planning and coordinating fund raising activities.
8. To foster and maintain a professional and positive relationship with athletes, community, department, college personnel, and Saints Booster Club.
9. To attend athletic department meetings.
10. To maintain field

Knowledge and Skills:

Experience	Two years to five years of similar or related experience required i.e., prior coaching and/or collegiate playing experience.
Education	Bachelor's degree required.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.
Other Skills	Working knowledge and experience in using Microsoft Office applications and the ability to learn additional software packages the college may acquire.
Physical Requirements	Performs physical activities requiring considerable use of arms and legs and moving of whole body.
Work Environment	Will work outdoors with exposure to weather conditions, such as extreme wind, heat, cold, dampness, and etc. Indoor conditions may involve heat and high noise levels.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

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Printed Employee Name

Date

Employee Signature