

Seward County Community College
Structured Compensation - Job Description
Coach Head Baseball

Data Year: 2017

Prepared On: 11/13/2017

Department:	Athletics	Grade:	15
Reports To:		Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:		Effective Date:	01/01/2010
		Revised Date:	12/16/2016

Role:

Directs the operational, financial, and personnel activities of all athletic programs.

Essential Functions & Responsibilities:

- E 55% Oversees all sports programs to include operating budgets, scholarship budgets, state and national rules, events, fundraising activities, meetings with coaches, and conference meetings.
- E 30% Recruit, travel, coach and administrate one or more college teams.
- E 8% Attend various campus meetings to include admissions, financial aid, college committee and budget meetings.
- E 7% Facility coordinator for Stadium and Physical Education building

Performance Measurements:

1. To establish and maintain a positive image throughout the college and the community.
2. To provide the college with quality student-athletes and emphasize the importance of receiving a degree.
3. To develop and maintain a cooperative working relationship with the president, faculty athletic representative, college staff and students.
4. To maintain knowledge of National and State policies and procedures, rules , codes of conduct and eligibility requirements.
5. To ensure performance reviews completed within 2 weeks of the due date.

Knowledge and Skills:

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|----------------------|---|
| Experience | Five years to ten years of similar or related experience. |
| Education | A Master's degree or a specialized certification program taking one year or more of coursework beyond a Bachelor's degree. |
| 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 and often requires the ability to influence and/or sell ideas or services to others. |

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Other Skills	Five years experience in teaching and coaching is required, along with four years business and/or athletic director experience. Two of the five years coaching experience must be as a head basketball coach in high school or Division II college level or higher. Experience in academic discipline or higher education is desired. Previous experience in athletics with management and budgetary responsibilities necessary. Two years recruiting experience preferred. Computer proficiency and familiarity with word-processing and database software is desired (Microsoft Office products preferred). A bachelor's degree in education or related field required; master's preferred. Excellent written, oral and interpersonal communication skills are necessary. Ability to maintain confidential information in a professional manner is required. Social skills, language skills, mathematical skills desired. Must possess ability to deal with a wide variety of issues involving athletes, parents, and coaches concerns and ideas.
Physical Requirements	<p>Physical requirements are based on an 8 hour work day and will vary accordingly to duties and responsibilities.</p> <p>Sitting for a period of 2 hours at one time with a total of 4 hours Standing for a period of 2 hours at one time with a total of 2 hours Walking for a period of 1 hour at one time with a total of 2 hours Lifting up to 5 lbs. frequently and up to 100 lbs. occasionally Carrying up to 5 lbs. frequently and up to 100 lbs. occasionally Use of right and left hand for simple grasping, fine manipulation, and pushing and pulling Bending, squatting, crawling, and reaching above shoulder level occasionally Keyboarding 3-4 hours daily Individual will be around moving machinery; be exposed to marked changes in temperatures; and will drive automotive equipment. Individual will be exposed to dust, fumes, and gases during field and court maintenance.</p>
Work Environment	<p>Environment is variable depending on duties and responsibilities.</p> <p>Typical office environment occasionally Overnight trips for games and recruiting required. Performs physical activities requiring considerable use of arms and legs and moving of whole body. Exposure to outdoors weather conditions, such as wind, heat, cold, dampness, etc. Exposure to indoor conditions may involve heat and high noise levels.</p>

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.

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

Printed Employee Name

Date

Employee Signature