

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Coach Assistant Baseball**

Data Year: 2017

Prepared On: 11/13/2017

---

Department:	Athletics	Grade:	10
Reports To:	Head Baseball Coach	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Roy Allen	Effective Date:	07/18/2007
		Revised Date:	09/08/2017

**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. Advise student-athletes for academic success. Recruit potential student-athletes and supervise field maintenance. Employment of 207 days during the fiscal year.

**Essential Functions & Responsibilities:**

- E 30% Recruits by making contracts 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% Counsels team members in academics, disciplinary and personal matters, to include consulting with Admissions and College administrators to resolve problems. Assists in monitoring 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 and supervise field maintenance.

**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 participate in public relation activities, to include granting interviews with newspaper, radio and television media, attending press conferences and making public appearances.
3. To represent the department at professional, civic, charitable, and alumni events.
4. To assist with planning and coordinating fund raising activities

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Coach Assistant Baseball**

Data Year: 2017

Prepared On: 11/13/2017

---

5. To demonstrate leadership on our campus through athletics.
6. To foster and maintain a professional and positive relationship with athletes, community, department/college personnel, and Saints Booster Club.
7. To adhere to community life. Coordinate community service events.
8. To maintain confidentiality of student records.
9. To attend Athletic Department meetings.
10. Maintain weight room and baseball field.
11. Assist head coach in ordering of supplies and adhering to program budget.

**Knowledge and Skills:**

Experience	Two years to five years of similar or related experience i.e., prior coaching and/or collegiate playing experience.
Education	A 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 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	<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 2 hours at one time with a total of 2 hours Lifting up to 5-100lbs occasionally Carrying up to 5-100lbs occasionally Repetitive Action: use of right and left hand for simple grasping; pushing and pulling; and fine manipulation Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally 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</p>

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Coach Assistant Baseball**

Data Year: 2017

Prepared On: 11/13/2017

---

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.

**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.**

---

Printed Employee Name

---

Date

---

Employee Signature