

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Coach Head Softball**

Data Year: 2017

Prepared On: 11/13/2017

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Department:	Athletics	Grade:	13
Reports To:	Athletic Director	Classification:	Exempt
Supervises Direct:	1	Supervises Indirect:	0
Approved By:	Roy Allen	Effective Date:	07/01/2007
		Revised Date:	09/08/2017

**Role:**

Develops and directs strategy for recruiting, counseling and coaching student athletes in the major sport program. Directs the conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, and coaches or directs coaches to instruct players in techniques of game. Supervises maintenance of field duties. Mentors student-athletes in achieving academic and athletic goals. Employment based on 221 days during the fiscal year.

**Essential Functions & Responsibilities:**

- E 20% To recruit student athletes.
- E 20% To develop philosophy for all facets of the major sport to be carried into practices and games.
- E 10% To plan, schedule, and coordinate practices, games, personal and team travel in compliance with institutional policies and procedures.
- E 10% To develop strategies for the retention of current student athletes.
- E 10% To monitor and develop program and scholarship budgets.
- E 30% Mentor student-athletes in achieving academic and athletic goals.

**Performance Measurements:**

1. To understand the rules and regulations of the National Junior College Athletic Association, Kansas Jayhawk Community College Conference, and KJCCC 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 develop and manage annual budget within budgetary guidelines and submit ending inventory of office equipment and team supplies.
5. To assist in the care and maintenance of the field.
6. To monitor academic progress of athletes in regards to grades and attendance.
7. To report information promptly and accurately to the media by utilizing the SCCC Sports Information Director.
8. To assist with planning and coordinating fund raising activities.

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9. To adhere to community life and National and State Athletic Association standards.
10. To demonstrate leadership through athletics.
11. To foster and maintain a professional and positive relationship with athletes, community, department/college personnel and Saints Booster Club.
12. To maintain confidentiality of student records.
13. To attend Athletic Department meetings.

**Knowledge and Skills:**

Experience	Minimum of 5 years experience with 2 years as head coach at the collegiate level and an additional 3 years coaching experience at a high school/professional;collegiate level which may include assistant coaching experience. Experience in recruiting at the collegiate level.
Education	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.
Other Skills	Excellent written, oral and interpersonal communication skills are necessary. Computer proficiency is desired (Microsoft Office).
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</p>

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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.**

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Printed Employee Name

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Date

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Employee Signature