



Job Description

Softball Coach/Athletic Assistant

JD: 2303
Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum one (1) year's professional experience in the administration of college athletics. Minimum (1) years' experience coaching at the collegiate level.

Minimum Education Requirements: Bachelor's Degree in related field.

Direct Supervisor: Athletic Director

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: Office setting and sports facilities

Certification: Valid State of Maryland Driver's License, CPR, First Aid.

Job Summary: This position is responsible for all facets of the softball program including recruitment, coaching, scheduling, transportation, and fundraising. This position is responsible for all facets of eligibility. This position also assists with game management of athletic home events, camps/clinics, and fundraising efforts.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

Athletic Assistant:

- Assist the Athletic Director in all aspects of the Garrett College Athletics program.
- Assist with Title IX compliance and attend training opportunities.
- Responsible for the ongoing archiving of all player and coach information regarding athletic teams from past years and up to present teams.
- Supervise and assist in placement of sports management interns as needed.
- Responsible for completing and filing eligibility documents.

Competition Operations:

- Serve as the 'administrator in charge' as assigned by the AD.
- Resolve operational issues and direct staff as needed for NJCAA intercollegiate functions and camps.
- Responsible for game day set up and breakdown of intercollegiate contest or camps as assigned.
- Responsible to maintain athletic fields and facilities.
- Report overall maintenance of athletics fields and facilities as it relates to playability and safety.
- Report any ejections, cards, technical fouls, safety issues, injuries, or emergencies to the Director and or appropriate areas immediately.

Compliance:

- Maintain contact with all part-time coaching staffs regarding athletic compliance.
- Responsible for all part-time coaching staff eligibility tracking and reporting.



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- Act as a liaison for all part-time coaches when needed in all facets of athletic team preparation.

Coaching:

- Promote women's intercollegiate softball throughout the county, state, and region.
- Manage team statistics and forward them to proper groups or individuals.
- Responsible for updating MD JUCO, Region XX, WPCC and Garrett College Academic and Athletic awards.
- Work closely with the Director of Athletics and marketing department regarding press releases, news releases, media guides, contribute to brochures and other literature used in the recruitment of students with athletic interest.
- Coach at all women's intercollegiate softball games, scrimmages, events, and conduct all practices during the season.
- Responsible for administrative duties, including but not limited to scheduling, eligibility, recruiting, and any other duty as assigned in respect to softball.
- Recruit and establish a recruiting base of 14 - 18 student athletes to ensure an ongoing and complete women's softball team.
- Work closely with the Director of Athletics and the Director of Financial Aid in the awarding of athletic scholarships in a fair and equitable manner and in compliance with College policies and Federal financial aid regulations.
- Develop values of discipline and sportsmanship to properly represent the College.
- Ensure compliance with academic eligibility regulations for student athletes. Monitor their academic progress and encourage effective study habits.
- Attend contests, contacts, and sends program information to possible student athlete recruits.
- Promote, develop, and aid in recruitment for the intercollegiate softball program.
- Work closely with the Director of Athletics in developing a schedule for women's softball.
- Under the direction of the Director of Athletics, work to provide appropriate budget proposals and manage an Agency budget as it pertains to fundraising.
- Help develop and perform fundraising events for softball and athletics.
- Recommend purchase, distribution, and care of equipment, supplies and uniforms as appropriate and in a timely manner.
- Work with Director of Athletics to obtain qualified officials for contests, practices, or scrimmages when needed.
- Supervise student athletes during ALL practices, scheduled games, and travel unless first meeting with Director of Athletics.
- Work with the Athletic Trainer to provide preventative and rehabilitative care of the student athlete. Follow compliance rules of athletic care per the Athletic trainer's direction.
- Work with staff, coaches, and student-athletes to achieve department goals.
- Identify and understand student-athlete academic issues and student-athlete needs while trying to improve retention rates.
- Build and maintain effective relationships with student-athletes, coaches, staff, and faculty.



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- Assist with data management in areas of academic progress reports, grades, study halls, tutors, and other academic information of student athletes.
 - Assist incoming student athletes with advisement of class schedules, add/drop, withdrawals, and other academic information.
 - Work with Athletic Director and Garrett College administrative staff to develop and grow all athletic camps each summer.
 - Student Athletic/Academic advising for sports as needed.
 - Work with admissions to promote athletics at all admissions open houses and college recruiting events on campus.
 - Performs other related duties as assigned by Director of Athletics.

Scheduling:

- Schedule intercollegiate athletic contests including scrimmages, conference, regional and out of region opponents, including master schedule of all sports.
- Responsible for sending and maintaining all game contracts including confirmation.
- Maintain a current database of respective coaches' information and game contracts and follow up as needed.
- Coordinate schedule of contracts with Athletic Coordinator.
- Develop and maintain monthly practice/athletic calendar.
- Communicate with coaches regarding their schedules.
- Communicate all changes of schedules through e-mail to entire athletics department and coaches.
- Confirm all intercollegiate games, times, and location with opposing school 24 hours prior to game.

Transportation:

- Oversee contracted charter transportation including scheduling, quotes, contracts, and confirmation with vendor.
- Responsible for scheduling transportation to and from games.
- Assist in getting quotes and securing charter bus as needed. Provide that information for the yearly athletic budget.
- Responsible for collection of team travel roster prior to departure.

Athletic Academic Success Coordinator:

- Coordinate all study halls for all student athletes.
- Coordinate academic schedules and study halls with all coaches within the Athletic Department.
- Monitor academic progress and work with the athletic academic advisor.
- Act as a liaison between the athletic department and faculty.
- Identify academic at-risk student athletes.
- Monitor and verify study hall hours for student athletes.
- Communicate academic and study halls with all head coaches.



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Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles of rules and regulations pertaining to relevant sports.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.
- Principles of teaching and mentoring students.
- NJCAA and Region XX and MD JUCO regulations

Skills

- Strong management, leadership, and supervisory skills.
- Strong written and oral communications.
- Establishing and maintaining effective working relationships with students, parents, staff, and members of the public.
- Strong public relations skills, communication, and interpersonal skills.

Abilities

- Conduct effective and resourceful budgeting.
- Travel and work evenings and occasional weekends.
- Work well with students.
- Recruit athletes to his/her sport.
- Represent the College effectively in external settings.
- Planning, organizing, and developing programs.
- Commitment to academic excellence and development of personal integrity among student athlete.
- Establish a rapport with secondary school counselors and administrators and work with individuals of various ages and backgrounds
- Work collaboratively with members of all constituencies of the College.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Ability to engage in significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, and pulling.
- Sit while driving two or more hours.
- Stand for long periods during college fairs and other events.
- Lift and carry items weighing as much as 100 lbs.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.



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Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

_____ Employee Signature	_____ Date
_____ Supervisor Signature	_____ Date
_____ Human Resources	_____ Date