



Head Baseball Coach Athletics

HPEA/2

JOB SUMMARY

This position is responsible for directing the college's baseball program.

MAJOR DUTIES

- Organizes and manages day-to-day operations, practices and game day functions of the baseball program.
- Directs and oversees the recruitment of prospective players; identifies, evaluates and recommends players for scholarships.
- Supervises strength, conditioning and training programs.
- Coordinates fundraising activities to assist with field improvements, travel and equipment costs.
- Directs the maintenance of baseball facilities, including field, surrounding areas, landscaping, locker rooms and batting cages.
- Supervises the work of assistant coaches and other baseball support personnel.
- Manages annual baseball program budgets.
- Ensures compliance with NJCAA and GCAA rules and regulations.
- Ensures compliance with Dartton State College and University System of Georgia policies and procedures.
- Monitors, mentors and assists with the academic progress and performance of baseball players.
- Performs public relations functions; develops and delivers presentations.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of National Junior College Athletic Association (NJCAA), Georgia Collegiate Athletic Association (GCAA) rules and regulations.
- Knowledge of college-level athletic program management principles.
- Knowledge of sports field landscaping principles.
- Knowledge of baseball rules and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the coaching and training of student athletes.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Dean assigns work in terms of program goals and objectives. The supervisor reviews work through conferences, reports and observation of program activities.

GUIDELINES

Guidelines include NJCAA and GCAA, Board of Regents policies and procedures, Family Education Rights and Privacy Act requirements, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied program management and coaching duties. The variety of tasks to be overseen contributes to the complexity of the position.
- The purpose of this position is to direct and coach the college's baseball program. Success in this position results in the successful provision of programming to Darton State College students.

CONTACTS

- Contacts are typically with co-workers, other college personnel, students, coaches from other colleges, game officials, student athletes, business professionals, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Baseball Coach and Grounds Supervisor (1) and Assistant Baseball Coach and Booster Account Manger (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.