



Assistant Baseball Coach and Grounds Supervisor

Health, Physical Education and Athletics

HPEA/16

JOB SUMMARY

This position is responsible for assisting in coaching the college's baseball program and for supervising the maintenance of baseball facilities and grounds.

MAJOR DUTIES

- Participates in the recruitment of prospective players; identifies, evaluates and recommends players for scholarships.
- Instructs athletes on proper baseball fundamentals and skills.
- Supervises strength, conditioning and training programs.
- Supervises and assists in the day-to-day maintenance of student housing grounds; mows grass and removes weeds; collects litter; applies pesticides; maintains irrigation systems.
- Maintains baseball facilities, including fields, grounds, batting cages and locker rooms.
- Maintains and repairs grounds maintenance equipment.
- 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 sports field landscaping principles.
- Knowledge of baseball rules and procedures.
- Knowledge of grounds maintenance equipment, tools, and principles.
- Knowledge of computers and job-related software programs.
- Skill in the operation and maintenance of a variety of grounds maintenance equipment.
- 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 very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include NJCAA and GCAA, Board of Regents policies and procedures, equipment operation instructions, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied coaching and facilities maintenance duties. The variety of tasks to be overseen contributes to the complexity of the position.

- The purpose of this position is to assist in coaching the college's baseball program and to supervise the maintenance of college and department grounds. 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, 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 intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- 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 assigned personnel.

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.