



Assistant Softball Coach Athletics

HPEA/18

JOB SUMMARY

This position is responsible for assisting in coaching the college's softball program.

MAJOR DUTIES

- Manages practice sessions and collegiate matches; develops and executes practice and game plans.
- Organizes and conducts public relations, fundraising and alumni support programs.
- Implements and manages the softball program budget.
- Maintains program inventory and coordinates purchases as needed.
- Identify and recruits student athletes.
- Coordinates a physical conditioning and training program.
- Monitors the academic performance of student athletes; advises students concerning academic requirements and scheduling; monitors study hall.
- Coordinates team travel arrangements.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of National Junior College Athletic Association (NJCAA) and Georgia Collegiate Athletic Association (GCAA) rules and regulations.
- Knowledge of college-level athletic program management principles.
- Knowledge of softball 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 general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include NJCAA and GCAA rules and regulations, Board of Regents policies and procedures, 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 assist in coaching the college's softball 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, 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, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

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.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.