

JOB DESCRIPTION



Position Title: Head Coach - Baseball

Department: Athletics

Employment Category: Coaches

Primary Location: Douglas Campus

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-Time; 10 Months/Year

Pay Grade: Coach

Position Summary: The Head Baseball Coach is responsible for overseeing all aspects of coaching the highly competitive NJCAA baseball program, recruiting student athletes, coordinating practices and activity travel, and in promoting events and activities.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides quality coaching and instruction to students participating in the baseball program; develops, implements, and teaches related baseball program curriculum; enforces safety regulations and procedures through supervision of students

Plans, directs, and coaches an intercollegiate baseball program that develops student/athletes' fullest potential while being regionally competitive and ethically run; ensures NJCAA rules and regulation compliance; recruits student athletes who can achieve academic and athletic success; and assists student athletes in realizing individual and team goals

Supervises and coordinates baseball events and activities; attends scheduled baseball practices, classes, and all competitions

Provides ongoing oversight of student athlete's conduct both on and off the court; assists with conflict resolution; provides guidance with negotiating campus processes such as registration, financial aid, residence life; assists with the development of positive interpersonal relationships including campus integration with other students and faculty; enforces safety regulations and procedures through supervision of students involved in the program

Assists in developing the baseball program annual budget, monitors expenditures including allocation of scholarships, and develops and implements a successful fund raising plan to meet program needs, goals, and objectives

Works with Director of Athletics to schedule events and travel; develops an event management plan for each home game; provides information to Public Information Officer for press releases, season previews, hometown news articles, baseball program web site, and feature stories to various media in compliance with the college's and the NJCAA's policies and procedures; attends assigned college, department, and division meetings as required

Performs related duties as assigned

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General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education
Three years' college baseball experience, preferably college coaching experience
CPR and First Aid Certification or ability to obtain within six months
Valid driver's license and the ability to be insured to drive college vehicles required

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of intercollegiate baseball program
Knowledge of and skill in use of computers and software applications, specifically Microsoft Office
Skill preparing, monitoring and maintaining budgets
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision making processes
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed on a baseball field, classroom or office setting under general supervision and with appropriate climate controls. Travel is required. Working early morning, evening, and weekend work is required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, large motor skills, ability to communicate.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Athletics

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.