

FORT SCOTT COMMUNITY COLLEGE
Position Description AT23

NAME: Head Softball Coach

JOB TITLE: Head Coach – Full Time

DIVISION/DEPARTMENT: Athletics

RESPONSIBLE TO: Athletic Director

MONTHS PER YEAR: 11

HOURS PER WEEK: Exempt

UPDATE: 6/2017

CREDENTIALS:

- Bachelor's Degree required. Master's Degree preferred.
- Recruiting experience preferred
- Coaching experience at high school, community college, or college level
- Ability to establish and maintain effective working relationships with other employees, students, and general public
- Familiar with NJCAA, KJCCC rules and regulations preferred
- Familiar with community college philosophy and goals
- Have knowledge of and be able to implement procedures regarding Bloodborne Pathogens laws and regulations
- Valid driver's license

JOB PURPOSE:

Serve as head coach, lead fundraising efforts, and recruitment of student-athletes. Responsible for supervision of team members, along with the assistant coach.

MAY BE REQUIRED TO: sit/stand for long periods of time, operate or demonstrate instructional equipment and technologies, speak and hear clearly, transport equipment to various sites, drive to various sites, lift heavy objects to approximately 50 pounds.

DUTIES AND RESPONSIBILITIES:

- Coach the team
- Fundraise all scholarship monies
- Recruiting of student athletes
- Work within parameters of budget and administration of budget
- Game preparation and competition preparation
- Coordinate the recruitment, management, and supervision of student athletes
- Perform administrative duties
- Promote active personal and team participation in activities within the community
- Work-study supervision
- Oversee classroom attendance and academic progress of team members
- Other duties as assigned by the Athletic Director

Reviewed by Supervisor: _____

Signature

Date

All job descriptions are subject to revision based on changing needs of the College.