

FISK UNIVERSITY

Job Description Form

Position Title: Head Softball Coach (Part-time)

Department: Athletics

Reports To: Director of Athletics

FLSA Designation: Non-Exempt

Bargaining Unit Position: N/A

Date Written/Revised: March 2014

POSITION SUMMARY

The Head Softball Coach performs responsible program building including planning, coaching, recruiting, managing and directing the softball program. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. Fisk University is a member of the NAIA at the Division I level. Fisk University is committed to student success in the classroom as well as in competition, and expects to be competitive in those sports that it offers.

Head coaches are the most visible representatives of the University and in being so are held to a very high level of scrutiny and expectations. As a highly visible University representative of the students, faculty, staff, administration and alumni he/she is expected to carry themselves and express themselves in a manner commensurate with the great tradition and reputation of the University. Head coaches should adhere to all University and NAIA rules, regulations and bylaws. They are required to report any known NAIA violations to the Compliance Coordinator and be responsible for education and monitoring of assistant coaches, student athletes and any subordinate as it relates to NAIA regulations.

ESSENTIAL FUNCTIONS

- Manages and directs the softball program.
- Coaches the softball team.
- Manages all aspects of the team including strength and conditioning, practicing, competing and scheduling.
- In coordinator with the Office of Recruitment and Admission, evaluates and recruits qualified student-athletes.

- Scouts opponents.
- Manages a fiscally sound budget, and is responsible for the timely preparation of request for expenditures, accounting for those expenditures with supported documentation
- Coordinates study hall and tutoring, as needed.
- Monitors class schedules, grades and student-athlete academic progress.
- Responsible for softball student-athlete retention.
- Responsible for marketing and promoting of the softball program.
- Develop student athletes and competitive strategies to foster a competitive program and positive competitive experiences for the student athlete.
- Develop and maintain positive relationships with external constituents (media, corporate sponsors, season ticket holders, etc.)
- In coordination with the Office of Institutional Advancement, assist in fundraising activities and be responsible for annual fund raising goals.
- Oversee maintenance of equipment, both game and practice apparel and practice and game venues.
- Participate in the University community outreach effort.
- Ensure program is in compliance with all state and federal regulations, including the submission of supporting documentation according to departmental policy.

SECONDARY FUNCTIONS

- Responsible for all University purchased equipment and supplies associated with program operation and the inventory of same. Conduct program in an ethically responsible manner so as to ensure the safety of the student athlete.
- Must attend campus based compliance workshop.
- Additional duties and responsibilities as assigned by the Director of Athletics.
- High level of communication skills, both written and oral.

ORGANIZATIONAL RESPONSIBILITY

No direct reports; May supervisor student workers and/or volunteers.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Trained in administering CPR
- Ability to recruit, coach and teach highly talented student-athletes.
- Ability to adhere to all policies, rules and regulations of the university, the respective conference and the NAIA.
- Ability to hire and supervise qualified assistants and student workers.
- Ability to market and promote TWU softball.
- A proven record in following directives and being responsible for tasks which have been assigned.
- Ability to handle multiple tasks in a fast-paced environment as needed.
- Ability to attend seminars, meetings and other professional development opportunities at or away from Fisk University.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance within area of responsibility and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous and professional manner.

- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment.

QUALIFICATIONS

Education: Bachelors Degree required.

Experience: At least four years as an Assistant or Head Softball Coach in high school, junior college or college. Collegiate coaching is preferred.

Licenses or Certificates: Current CPR certificate.

EDUCATIONAL TRANSCRIPT REQUIREMENTS:

Official educational transcripts are required for all post-high school educational accomplishments, coursework or degrees claimed on the application. Applicants will be required to submit an official transcript prior to receiving a formal offer of employment. Failure to provide the transcript within 5 working days of being requested will cause the applicant to be eliminated from further consideration.

Please note that a transcript is considered “official” only if it is an original copy from the educational institution and includes an institutional watermark, ink stamp or embossed stamp. Transcripts printed from the institution’s website will not be accepted. The Office of Human Resources reserves the right to assess the academic credibility of an educational entity’s award of a putative degree.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.