



Monmouth COLLEGE®

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	ASSISTANT BASEBALL COACH
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF, Part-Time, Temporary, Exempt
DEPARTMENT:	ATHLETICS
POSITION SUPERVISOR:	HEAD BASEBALL COACH

PRIMARY DUTIES/RESPONSIBILITIES: The Assistant Baseball Coach provides assistance to the Head Baseball Coach with regard to coaching and teaching the sport of baseball. Subordinate to the coaching and teaching duties, the Assistant Baseball Coach provides assistance with the recruitment and retention of baseball players. The Assistant Baseball Coach provides assistance to the Head Baseball Coach as directed. Specific duties may include, but are not necessarily limited to the following:

1. Assist with the evaluation, recruitment and retention of baseball players at Monmouth College
2. Assist with meeting the recruitment and retention goals set by the College
3. Assist with visiting and for recruitment purposes prospective students and their families following the guidelines of the Midwest Conference.
4. Assist the Head Coach with recruitment and retention reports
5. Assist with daily planning, organization and supervision of practices and competitions
6. Contribute to the overall program of a residential college

WORK RELATIONSHIPS: Reports directly to the Head Baseball Coach who reports to the Athletic Director and through the Director to the Vice President for Student Life. The Assistant Coach also works directly with other members of the Athletic Department and Student Affairs Staff, and has daily contact with students, staff, faculty, and persons outside the campus community. Contact with prospective students and their parents as well as high school and community college coaches are expected.

EDUCATION, EXPERIENCE, AND CERTIFICATION: Bachelor's degree and effective experience as a baseball player and/or coaching required. Valid driver's license and satisfactory driving record.

SKILLS, KNOWLEDGE, AND ABILITIES: Knowledge of principles, methods and techniques associated with coaching. Demonstrated ability to plan, implement and evaluate complex tasks and procedures. Excellent organization and supervision skills. Excellent communication skills. Willingness and ability to work effectively with all campus and associated constituencies. Excellent understanding of NCAA III philosophy. Ability to work effectively with college students.

GENERAL EXPECTATIONS OF POSITION: Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College as well as the terms and conditions of the Monmouth College Statement of Athletic Philosophy. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, or the President.

This is a part-time, temporary position.