



Monmouth
COLLEGE®

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	ASSISTANT SOFTBALL COACH
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF (Part-Time, Temporary)
DEPARTMENT:	ATHLETICS
POSITION SUPERVISOR:	HEAD SOFTBALL COACH

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

1. Assist with the evaluation, recruitment and retention of softball 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 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 Softball 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, is expected.

EDUCATION, EXPERIENCE, AND CERTIFICATION: High school diploma required. Valid driver's license and satisfactory driving record required. Effective experience as a softball player and/or coaching required.

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

Excellent understanding of NCAA III philosophy desired. Ability to work effectively with college students desired.

PHYSICAL REQUIREMENTS: Work is normally performed in a gymnasium setting with some travel via automobile to/from away matches required:

- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities.
- Occasionally required to move or transport (lift) items weighing up to 25 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

GENERAL EXPECTATIONS OF POSITION: Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

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 position.