

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 10 months	Title ASSISTANT MEN'S BASEBALL COACH
Revised: 7/10/2018	Department ATHLETICS
Level: Full-Time Faculty	IPEDS FACULTY
FLSA: Faculty Exempt	Reports to ATHLETIC DIRECTOR & HEAD COACH - Baseball

POSITION SUMMARY

Assists in the coaching of the Men's Baseball team which includes instruction in the rules, regulations, techniques, and team concepts of the sport, specific position instruction, game day coaching and instruction, practice planning and execution both during in- and off-season, recruitment, conditioning, supervision of athletes, maintenance of Men's Baseball facilities and equipment, and administrative tasks.

MAJOR FUNCTIONS

1. Provide instruction in all aspects of the game of Men's Baseball including fundamentals of the game, rules, regulations, techniques, and team concepts.
2. Provide specific position instruction.
3. Provide planning and execution of instruction during in- and off-season daily practices.
4. Provide game day instruction and coaching.
5. Perform recruiting activities to develop a competitive team.
6. Maintain Men's Baseball facilities. Perform pre-game and post-game facility preparation.
7. Perform weekly random room checks in the residence halls and enforce curfews.
8. Coordinate team travel arrangements, motel reservations, travel itineraries and make arrangements with food service for meals when games interfere with regular dining schedule.
9. Report game scores and information to the media, as needed, and to NJCAA each week.
10. Maintain stats internally as well as on the NJCAA website.
11. Coordinate equipment and field maintenance.
12. Assist the head coach with implementation, supervision, and coordination of fundraisers.
13. Supervise study hall and tutoring for student athletes.
14. Supervise and assist student athletes in community projects.
15. Maintain office hours and correspondence files.
16. Perform other related tasks as assigned by the Head Coach, Athletic Director and/or Vice President of Student Affairs.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's Degree Required, Master's Degree preferred
2. Three successful years as a baseball coach, collegiate level preferred.
3. Playing experience at the collegiate level preferred

4. Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members.
5. Understanding of and commitment to the community college philosophy and mission.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as computers, copiers, and telephones.
2. Operate standard facility and field equipment.
3. Knowledge of and ability to safely use fitness equipment and weights.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Sometimes indoors in a gym, office or classroom environment with minimal exposure to temperature changes, noise, dust or chemicals; outside during games and practices with exposure to outside elements.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. Responsibilities involve evening and weekend work.
4. Access information using computers.
5. A neat appearance and appropriate apparel are required.

PHYSICAL DEMANDS

1. Work will require mobility within campus facilities and game locations.
2. Ability to lift up to 50 pounds and work with athletic, facility, and field equipment.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk and/or hear. Specific vision abilities required by this job include close vision.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including employees, students, parents, and the general public.