



POSITION DESCRIPTION

TITLE:	Assistant Coach, Softball	CATEGORY:	Professional
FLSA STATUS:	Non-Exempt	GRADE:	A (Athletic Coach)

JOB SUMMARY: The Assistant Softball Coach will assist the Head Softball Coach in the sport of Softball in all aspects of operating a successful program.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Assist in the identification and recruitment of prospective student-athletes. Responsible for an assigned recruiting territory and identifying prospective student-athletes by independently evaluating talent at local and national events. Initiate correspondence and maintain good working relationships with coaches and prospective recruits.	40%
2. Assist teaching basic and advanced skills required in the sport of Softball as directed by Head Coach. Assist the Head Coach in developing a comprehensive and strategic game plan for each scheduled contest throughout the season. Evaluate upcoming opponents by breaking down game tapes; and prepare a scouting report for the student-athlete.	25%
3. Oversee the academic success of the student-athlete and assist with academic problems. Provide guidance/counseling, supervise study halls and monitor class attendance.	20%
4. Maintain accurate and complete recruiting records and ensure student-athletes are in compliance with NJCAA and EPCC rules, regulations, policies and procedures.	5%
5. Participate in EPCC and NJCAA public relations activities as assigned, including press, television, and radio interviews, news conferences and speaking engagements.	5%
6. Perform other duties as assigned by the Head Softball Coach.	5%

SUPERVISORY RESPONSIBILITIES: This position will have supervisory responsibilities over the student-athlete and will be responsible for the student-athlete during travel to and from games.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's degree.

EXPERIENCE: Three (3) years of related experience in a teaching or coaching environment.

CERTIFICATION: Valid driver's license.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Strong comprehensive knowledge of the National Junior College Athletic Association, UIL, and EPCC rules and regulations;
- Ability to provide leadership and supervision to student athletes in a professional manner;
- Ability to understand and comply with EPCC's goals and objectives for recruitment of student-athletes;
- Ability to communication with individuals of various levels of education in an objective and effective manner;
- Ability to work both day, evening and weekend hours including being able to travel with the team on road trips to games;
- Ability to travel to/from tournaments by car, van, bus, train, and plane;
- Ability to communicate both orally and in writing;
- Ability to work with and demonstrate a cooperative attitude toward all other EPCC programs;
- Ability to read and interpret policies, procedures and instructions.

2. Equipment Used: Equipment related to the sport of Softball, personal computer, telephone, calculator, and other equipment associated with an office environment.

3. Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and move up to 25 pounds, frequently lift and move up to 50 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

This position requires the ability to work both day, evening and weekend hours including being able to travel with the team on road trips to games. This position requires the ability to read and interpret policies, procedures and instructions. Have the ability to communicate both orally and in writing. The Athletic Coach must demonstrate a cooperative attitude toward all other EPCC programs.

WORKING CONDITIONS:

The Coach performs work both outdoors and in a climate-controlled environment. There is minimal exposure to safety hazards. This position requires frequent travel. There is exposure to natural atmospheric conditions such as sun, rain, wind, and dust, etc.

POSITION TITLE:	Assistant Coach, Softball
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)			X	
Work near moving mechanical parts				X
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold(non-weather)				X
Extreme hot (non-weather)				X
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*