



DATE ISSUED: 04/08
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Head Softball Coach

JOB SUMMARY

Performs responsible program building including planning, coaching, recruiting, managing and directing the softball program. The Head Softball Coach also serves as a lecturer in the Department of Kinesiology. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Intercollegiate Athletics and Chair, Department of Kinesiology

Supervises: Assistant Softball Coach, Student Workers

PRIMARY DUTIES - *May include, but not limited to the following:*

Manages and directs the softball program.

Coaches the softball team.

Serves as a lecturer in the Department of Kinesiology.

Manages all aspects of the team including strength and conditioning, practicing, competing and scheduling.

Evaluates and recruits qualified student-athletes.

Directs and supervises the assistant softball coach.

Scouts opponents.

Manages a fiscally sound budget.

Directs the assistant softball coach in coordinating study hall and tutoring.

Monitors class schedules, grades and student-athlete academic progress.

Responsible for softball student-athlete retention.

Responsible for marketing and promoting of the softball program.

Serves as the director of softball summer camp(s).

Assists the administration with alumni relations and scholarship fundraising.

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Commits to and is responsible for adhering to all rules and regulations set forth for the team, the University, the Lone Star Conference and the NCAA with the utmost integrity.
Works cooperatively with personnel in the athletics department, attends department meetings and activities, and always represents the University positively when interacting with the community, alumni, high school and club coaches, media and general public.
Completes other assigned administrative duties in a timely manner.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Attends seminars, conferences and other professional development opportunities.
Implements Athletics' strategic plan as part of the Division of Student Life's strategic plan.
Perform other duties as requested.

EDUCATION

Master's degree required.

EXPERIENCE

Four years minimum as Assistant or Head Softball Coach in high school, junior college or college. Collegiate coaching is preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to recruit, coach and teach highly talented student-athletes.
Ability to adhere to all policies, rules and regulations of the university, the Lone Star Conference and the NCAA.
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 TWU.

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.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Ability to occasionally lift, carry, and/or drag approximately 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of

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notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.