



Title: Assistant Softball Coach
Department: Athletics
Reports to: Head Softball Coach
FLSA Status: Salary, Exempt

Characteristics of Job:

The responsibilities of the Assistant Softball Coach are to assist the Head Softball Coach conduct all aspects of the programs within the philosophy and guidelines set forth by Union College, the NAIA, and the Appalachian Athletic Conference. The Assistant Softball Coach will report directly to the Head Softball Coach and perform all duties assigned including:

Examples of Duties and Responsibilities:

1. Assist in meeting the assigned recruiting goals for each year.
2. Assist in recruiting and maintaining the assigned roster size for each year.
3. Assist in monitoring the academic progress of student athletes in the Softball program.
4. Assist in budget oversight for the Softball program.
5. Comply with all policies of Union and the Department of Athletics.
6. Assist in monitoring the social behavior of all student-athletes in the Softball program.
7. Assist with implementation of team and individual practices/development programs.
8. Assist in providing a program that is complimentary to the mission of Union College.
9. Perform all travel associated/required with student-athlete recruiting and day-to-day operation of the Softball program.
10. Assist the Head Softball Coach with marketing and promotions materials.
11. Assist in all fundraising and camp functions involved in the Softball program.
12. Participate in community and campus life opportunities.
13. Perform all other duties as assigned by the Head Softball Coach.
14. Job responsibilities include driving on college business for your department whether the frequency is daily, weekly, monthly, or occasionally.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university.
- Valid Driver's License
- Previous demonstrated playing experience in Softball; previous coaching experience preferred.

Additional Requirements:

- Background check required
- Job responsibilities include driving on university business for your department whether the frequency is daily, weekly, monthly, or occasionally.

Typical Working Conditions and Unique Physical Requirements:

- Work is performed in a typical interior office, gymnasium environment, and outside in all conditions and weather
- Noise level is usually moderate
- Visits other off-campus facilities
- Transport students in automobile

- Regularly required to use hands to finger, handle, or feel and talk or hear
- Frequently required to stand; walk and sit
- Occasionally required to reach with hands and arms and stoop, kneel, or crouch
- Frequently lift and/or move up to 75 pounds when transporting team equipment
- Ability to lift 100 pounds which is required in aiding athletes off the court or field
- May require physical effort in climbing stairs
- No or very limited exposure to physical risk

The statements in this description are intended to describe the general nature and level of work being performed by people assigned to this classification. Examples of duties or responsibilities are not be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be construed as limiting the appointing authority's ability to add to, or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded, as excluding assignment of others not mentioned which are of similar kind or quality.

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