NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Assistant Softball Coach/Assistant Housing

<table>
<thead>
<tr>
<th>Department: Administrative Services</th>
<th>Job Status: Full Time</th>
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<tbody>
<tr>
<td>FLSA Status: Exempt</td>
<td>Reports To: Head Softball Coach and Director of Housing</td>
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<tr>
<td>Grade/Level: Admin/Prof I</td>
<td>Amount of Travel Required: As needed</td>
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<tr>
<td>Work Schedule:</td>
<td>Positions Supervised: None</td>
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<td>Days and hours vary as needed</td>
<td>Contract Length: 10 months</td>
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**Purpose:** Under the general supervision of the Director of Housing, the Assistant Director of Housing works cooperatively with the Director of Housing in overseeing the student housing facility, dealing with day to day issues which may arise with the occupants, & providing a safe & opportunistic setting for the students to achieve the total college experience.

Under the general supervision of the Head Softball Coach, the Assistant Softball Coach is responsible for working with student athletes. The Assistant Softball Coach may assist with recruiting players, organizing, practicing, maintaining the playing field & practice facilities, scheduling, developing student athletes, fundraising, and representing the college in the community as well as other duties related to the softball program.

Northeast Texas Community College is a member of the National Junior College Athletic Association and the Region XIV Athletic Conference. Administration, coaches, and the Board of Trustees govern intercollegiate athletics at NTCC within appropriate national, regional, and conference by-laws.

**Duties and Responsibilities:**

- Reside in the residence hall and share on-call duties with the Director of Housing
- Work cooperatively with the recruitment and admissions office in student recruiting
- Create quality housing and softball programs which will attract students and student athletes to attend NTCC
- Responsible for working with pitchers and catches
- Teach one non-Softball course and one Softball course per semester
- Assist with recruiting, organizing and practicing of players
- Assist in creating an atmosphere that encourages all students and community members to become involved with the softball program
- Assist with scheduling classes for all softball student athletes in cooperation with the NTCC counseling staff
- Assist with academic policy for checking and evaluating the softball player's grades and attendance
- Assist in maintaining the physical conditioning program of the student athletes during both the regular and off-season
- Coordinate with the Director of Student Housing in placing softball players in student housing and occupying a certain number of dorm rooms
- Assist in setting up proper security matters for the housing facility
• Use common sense to determine any major disciplinary issues, and report to Housing Director
• Record disciplinary problems arising with students in the residence hall
• Monitor student behavior on campus and on road trips
• Assist with team organization/practices, travel, field maintenance, recruiting, and academic monitoring
• Maintain the condition of the softball field, practice facilities
• Develop student athletics
• Fundraising
• Properly represent college in the community
• Properly prepare all purchase orders and travel vouchers
• Coordinate with the business office in scheduling transportation
• May conduct a summer softball camp
• Perform other duties as assigned

Position Characteristics:

• Requires multi-tasking abilities
• Must be able to communicate with students, faculty, administration, and the public
• Ability to assist with a program that is competitive in all respects
• Strong communication skills necessary to work with all residential students

Qualifications:

• Bachelor's degree required with a minimum of one year of experience as an Assistant Softball coach at the high school, travel team or collegiate level required
• Working knowledge of competitive fast pitch softball required
• Strong interpersonal skills and ability to collaborate with diverse individuals, groups, and organizations required
• The ability to serve as a mentor and a disciplinarian
• Strong work ethic required.
• Ability to cooperate with others
• Strong organizational and problem solving skills
• Physical capacity to assist with any activities as needed
• Appreciate and understand of the role of intercollegiate activities in education and personal development
Signatures:

________________________________________              __________________________
Assistant Softball Coach/Assistant Housing                   Date

________________________________________              __________________________
Director of Housing                                            Date

________________________________________              __________________________
Vice President for Administrative Services                   Date

________________________________________              __________________________
President                                                    Date

Job description developed: 8/2004
Reviewed:
Revised: 2010
Preparer: Chris Smith, Kim Matthews, Charles Florio