NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Athletic Director/Head Baseball Coach

Department: Administrative Services
FLSA Status: Exempt
Grade/Level: Admin/Prof II
Reports To: Vice President for Administrative Services
Amount of Travel Required: As needed
Positions Supervised: Assistant coaches, Secretary, students
Contract Length: 12 months

Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

PURPOSE:

Athletic Director: Overall supervision of all athletic programs. The director provides vision, leadership, and advocacy to the programs in which student athletes are seen as representatives of the institution, with high regard for sportsmanship and academic achievement consistent with the college mission.

Head Baseball Coach: The baseball coach is responsible for performing all duties regarding recruiting players, organizing, practicing, maintaining the playing field and practice facilities, scheduling, budgeting, developing student athletes, fundraising, and representing the college in the community as well as all other duties related to the baseball program and the student athletes who participate.

MAJOR RESPONSIBILITIES:

Athletic Director

- Interact on regular basis with college administrators, faculty members, alumni, public and media.
- Organize and implement all aspects of a successful NJCAA rules compliance and education program.
- Recommend hiring, supervising, and evaluating coaches.
- Assist with fundraising activities.
- Certify student-athlete eligibility and financial aid limits.
- Assist in scheduling and coordinating of athletic facilities.
- Assist with summer camp facility coordination.
- Research, recommend, develop, and oversee new athletic programs.
- Perform other duties as assigned.

Head Baseball Coach

- Establish relationships in the community which will promote the baseball program and the College.
- Fundraise in the community.
- Organize and develop a team within the NJCAA Guidelines.
• Recruit outstanding student-athletes who will be successful on the field as well as in the classroom.
• Lead and guide student-athletes as they make the transition from high school to college.
• Establish a budget breakdown and work within the guidelines set up by administration.
• Follow student-athlete classroom status, assign and monitor study hall.
• Organize daily practice including on the field, weights, and running.
• Develop the fall and spring schedule of games.
• Schedule umpires for all games and scrimmages.
• Set up facility and event management.
• Mow, edge, water, repair nets, and perform other maintenance items regarding the field and practice facilities.

POSITION CHARACTERISTICS:

Athletic Director

This position provides leadership and oversight for all athletic programs at the College. It requires the knowledge of NJCAA rules and policies governing college baseball, softball, and rodeo players and staff. It is essential to be able to helpfully guide young athletes during their transition period from the high school to the college level. Must be able to assist students with the many decisions they must make in a complicated adult society.

Head Baseball Coach

The Head Baseball Coach's position requires great leadership of a college athletic program. This person must have high regard for sportsmanship and academic achievement. The head coach must have thorough knowledge of the NJCAA rules and regulations.

QUALIFICATIONS:

Athletic Director

• Demonstrated personal and professional integrity.
• Bachelor's degree required. Master's degree preferred.
• Demonstrated commitment to all facets of student-athlete welfare including academic success.
• Demonstrated commitment to gender equity and equal opportunity in the athletic programs.
• Strong organizational and leadership skills with demonstrated competence in program development, administration, decision-making, and fiscal management skills.
• Demonstrated interpersonal skills and ability to work in a team relationship and with diverse populations of students, faculty, staff, alumni, public and the media.
• Superior verbal and written communication skills.
• Comprehensive knowledge and understanding of athletics including but not limited to fund raising, marketing, and facilities management in a highly competitive and visible environment.

Head Baseball Coach
• Ability and determination to devote many hours each week to public relations, fund raising, recruiting, games, practice, field maintenance, and travel.
• Experience in communicating with, working with, and understanding young people.
• Bachelor's degree required, with a minimum of five years' coaching experience. Master's degree preferred. College coaching experience preferred.

ADDITIONAL INFORMATION:

This position requires working most weekends during the spring and fall semesters. Many weeks will consist of an 80 hour work week which will be spent on games, practice, field maintenance, travel, and recruiting. In order to recruit properly, the number of hours necessary and the willingness to use personal vehicle must not be an issue.

SIGNATURES:

_______________________________________  ____________________________
Athletic Director/Head Baseball Coach       Date

_______________________________________  ____________________________
Vice President for Administrative Services Date

_______________________________________  ____________________________
President                                Date

Job Description developed:  1995
Revised:  2/2001, 8/2004
Prepared by:  Kim Matthews, Aubrey Smart, Charles Florio