NORTHEAST TEXAS COMMUNITY COLLEGE

JOB DESCRIPTION

Head Softball Coach/ Director of Student Housing

**Department:** Administrative Services/Student and Outreach Services

**Job Status:** Full Time

**FLSA Status:** Exempt

**Reports To:** Vice President for Student and Outreach Services and Head Coach/Athletic Director

**Grade/Level:** Admin/Prof

**Amount of Travel Required:** As needed

**Work Schedule:**
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor or as dictated by scope/nature of position

**Contract Length:** 12 months

**GENERAL STATEMENT OF DUTIES:**

**Head Softball Coach:** Responsible for performing all duties regarding recruiting players, organizing, practicing, maintaining the playing field & practice facilities, scheduling, budgeting, developing student athletes, fundraising, and representing the college in the community as well as all other duties related to the softball program and the student athletes who participate.

**Director of Student Housing:** Serves as the management professional in charge of overseeing the student housing facility, dealing with day to day issues which may arise with the occupants, and provide a safe and opportunistic setting for the students to achieve the total college experience.

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.

**MAJOR RESPONSIBILITIES:**

**HEAD SOFTBALL COACH:**
- Reside in the residence hall and share on-call duties with other coaches and appropriate personnel.
- Work cooperatively with the recruitment and admissions office in student recruiting.
- Create a quality program which will attract students and student athletes to attend NTCC.
- Create an atmosphere that encourages all students and community members to become involved with all athletic programs.
• Schedule classes for all softball student athletes in cooperation with the NTCC counseling staff.
• Incorporate an academic policy for checking and evaluating the softball player's grades and attendance.
• Maintain the physical conditioning program of the student athletes during both the regular and off-season.
• Coordinate with coaching staff 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 Vice President for Administrative Services.
• Record disciplinary problems arising with students in the residence hall.
• Monitor student behavior on campus and on road trips.
• Schedule all workouts and intercollegiate games.
• Participate in faculty activities.
• Prepare and administer a budget that accurately reflects the needs of the softball program.
• Coordinate with the financial aid department in issuing scholarships to student athletes.
• Coordinate with the business office in scheduling transportation.
• Properly prepare all purchase orders and travel vouchers.
• Maintain the condition of the softball field.
• Perform other duties as assigned.

DIRECTOR OF STUDENT HOUSING:
• Serve as a recruiter for the fulfillment of the housing occupancy.
• Supply necessary information to incoming and prospective students for student housing.
• Serve as a spokesman between the college administration and the housing students.
• Serve as an event coordinator for the housing students during the academic year.
• Use appropriate judgment to determine any major disciplinary issues and the severity of certain discipline situations.
• Assist in setting up proper security matters for the housing facility.
• Record disciplinary problems arising with students.
• Serve as a link between the Vice President for Administrative Services and housing students for disciplinary situations.

POSITION CHARACTERISTICS:

HEAD SOFTBALL COACH:
The head softball coaching position requires multi-tasking abilities; must be able to communicate with students, faculty, administration, and the public; must have the ability to create a program that is competitive in all respects. The position requires a person with strong recruiting skills; must be an abstract thinker with the ability to create schedules that will work around the students’ class schedules. The position also requires a person who is sensitive to the needs of female athletes. Generally, major decisions are made in collaboration with the Vice President of Administrative Services.
**Director of Student Housing:**
Specialized knowledge in the field of working with young people and their ever-changing ideas and views is an absolute necessity for this position; the ability to stay in touch with today's youth and to deal with the types of problems which arise with their ever-changing creativity. This person will act as a liaison between administration and the students, and will need to use a level of reasoning on the different ideas and views of these young individuals. It is important to help the students make positive decisions regarding their values, educational program, and career goals.

**MINIMUM QUALIFICATIONS:**

**Head Softball Coach**
- Bachelor’s degree required. Master's degree is preferred.
- Knowledge of, and experience in Fast pitch Softball as a player and coach is required.
- General knowledge of recruiting, fundraising, with previous experience with fast pitch softball on the collegiate level preferred.

**Director of Student Housing**
- A Bachelor's degree is required. Master's degree preferred.
- At least two years' experience in communicating with and understanding young people.
- Prior experience in student housing preferred.

Strong interpersonal skills and ability to collaborate with diverse individuals, groups, and organizations, required. 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 understanding of the role of intercollegiate activities in education and personal development; ability to serve as a mentor and a disciplinarian. Appreciate and understand the role of softball coach and housing director at the community college level.

**Reporting Relationship:**
This position reports directly to the Vice President for Student and Outreach Services and to the Athletic Director/Head Coach. Day-to-day operations and maintenance of housing facility are reported to the Director of Plant Services.

**SIGNATURES:**

______________________________________________________________  Date
Head Softball Coach and Housing Director

______________________________________________________________  Date
Vice President for Student and Outreach Services

______________________________________________________________  Date
Head Baseball Coach/Athletic Director

______________________________________________________________  Date
President