

JOB TITLE: Head Coach Baseball

DEPARTMENT: Athletics

LOCATION: Union Campus

REPORTS TO: Athletic Director

FLSA:

LEVEL:

DATE: 6/1/2020; 12/02/2019

POSITION SUMMARY: Responsible for recruiting, coaching and general management of intercollegiate baseball team.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Bachelor's Degree minimum, Master's Degree preferred; coaching experience preferred at the intercollegiate level and or/ high school level.

ESSENTIAL TASKS: Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.

- Recruit 35+ student athletes on an annual basis
- Organize and run team practice session
- Schedule intercollegiate games and scrimmages.
- Arrange for team transportation and travel in cooperation with Athletic Director and Athletic Secretary.
- Develop and manage team budget in cooperation with Athletic Director.
- Purchasing and management of equipment pertaining to team.
- Supervise and plan team fund raising activities.
- Coordinate field maintenance and game day field preparation with team members
- Supervise student athletes' academic progress.
- Supervise assistant coaches.
- Uphold all college and NJCAA policies and procedures.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Promote a positive image of East Central College to the community.
- Assist student athletes in the transfer process.
- Attract revenue sources for field and facility improvement
- Assist with field maintenance.
- Conduct annual youth camps.
- Optional teaching duties in the physical education department.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA) and/or HIPPA.
- Perform assigned responsibilities, duties, and tasks according to established board policies, procedures, techniques, and standards in a safe manner with minimal supervision.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of NJCAA policies and procedures; knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; a neat appearance and appropriate apparel are required. Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; knowledge of college policies, procedures, and practices; ability to perform all essential functions using safe work methods and following safety regulations relating to job; understanding of and commitment to the community college philosophy and mission; knowledge of the Family Educational Rights and Privacy Act (FERPA); budget management skills.

COMMUNICATION and LEADERSHIP SKILLS: Comply and enforce policies, procedures, and instructions; ability to communicate diplomatically, clearly and effectively both verbally and in writing; ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members; ability to communicate effectively with a variety of people, including employees, students, parents, and the general public; well-developed public speaking and presentation skills; effective telephone skills.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, etc.; office machines such as telephones, fax machines, or copiers; ability to use lawn mowing equipment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily outdoors along with office or classroom environment with exposure to temperature changes, noise, dust or chemicals; responsibilities involve evening and weekend work.

Physical: Primary functions require sufficient physical ability and mobility within campus facilities and game locations; occasionally required to sit; regularly lift, carry, push, and/or pull up to 20 pounds; to verbally communicate to exchange information; and requires frequent travel to game locations.

POSITIONS SUPERVISED: Assistant coach for baseball team

SIGNATURE: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: East Central College *does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*