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## **JOB DESCRIPTION**

**POSITION:** Head Coach - Girls JV Softball

**REPORTS TO:** Athletic Director

### **SUMMARY:**

The Junior Varsity Girls Softball Coach is responsible for managing various aspects of the softball program, such as recruiting within the school, assisting with the scheduling of opponents, sport specific training, sport specific coaching, and recruiting, hiring, and training of coaching staff. The Junior Varsity Girls Softball Coach is required to abide by the MHSAA, SMAC and MCS Athletic Department rules and regulations.

### **QUALIFICATIONS:**

- 1-3 years of experience as a softball coach.
- Experience playing softball at the high school, collegiate, or professional level.
- Must possess effective coaching techniques and skills.
- Must possess knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, students, and staff.
- MHSAA CAP 1 Certification (preferred)
- First Aid/ CPR Certification
- Ability to pass a background check and be cleared to work with student athletes.

### **RESPONSIBILITIES:**

- Maintain a constant check of student athletes grades and conduct.
- Recruit within the school, train, and coach the members of the softball program.
- Coordinate the development and promotion of the softball program.
- Coordinate with Varsity Head Coach to ensure consistency and vision throughout the program.
- Assess players skill, make cuts when necessary, and assign team positions.
- Organize and schedule practice.
- Assist the athletic department with scheduling of games and contests.
- Determine game strategy based on teams capabilities.
- Maintain and secure all softball equipment and uniforms.
- Administrative tasks as assigned by the athletic department and varsity head coach.
- Hold a preseason meeting with all athletes and their parents.
- Follow established procedures in the case of an athlete's injury.
- Represent Mattawan Consolidated Schools professionally at all times.
- Model proper behavior and sportsmanship in your everyday life and interactions.
- Incorporate the school's mission into your athletic program.

### **PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be able to see and hear the entire classroom, and moving light furniture may be required.

**SAFETY AND HEALTH:**

Knowledge of universal hygiene precautions.

**EQUIPMENT/MATERIALS HANDLED:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**WORK ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Job responsibilities may include both inside and outside duties. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

**TERMS OF EMPLOYMENT:**

Compensation per Mattawan Education Association collective bargaining agreement.