



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Head Softball Coach

JOB SUMMARY

The Head Softball Coach is responsible for developing and administering a highly competitive softball program; abiding by University, Lone Star Conference and NCAA rules and regulations; and along with all other Athletics personnel, working towards achieving the objectives of Intercollegiate Athletics. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Intercollegiate Athletics

Supervises: Assistant Softball Coach, Graduate Assistants, Student Assistants

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Develops and administers a highly competitive softball program.
- Coaches the softball team.
- Manages all aspects of the team including practices, film analysis, equipment, facilities, travel, scheduling and competitions.
- Recruits and retains student-athletes who will be academically successful.
- Monitors and encourages student-athletes' academic progress and success to ensure continuing eligibility to participate in NCAA competition and to graduate.
- Provides oversight and assigns staff responsibilities to coordinate, monitor, and implement study hall.
- Directs and supervises the assistant softball coach, graduate assistants and/or coach's assistants, and student assistants.

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- Communicates and works directly with the sports medicine and sports performance staff in the design and execution of a scientific-based, sports-specific strength and conditioning program.
- Responsible for preparing and maintaining the softball field and facility while working collaboratively with landscape and grounds personnel.
- Works with the Director of Athletics to annually determine the softball budget.
- Responsible for managing a fiscally sound budget.
- Responsible for softball roster management goals.
- Supports and participates in the department's commitment to community service.
- Assists with marketing and promoting the softball program.
- Assists with executing a positive game day environment.
- Assists with fundraising.
- Assists with alumni relations.
- Commits to and is responsible for adhering to all rules and regulations set forth for the team, the department, the University, the Lone Star Conference and the NCAA with the utmost integrity.
- Works cooperatively with personnel in the Athletics department, attends department meetings and activities, and always represents the University positively when interacting with the community, alumni, other higher education institutions, high school and club coaches, media and general public.
- Completes other assigned administrative duties in a timely manner.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Attends seminars, conferences and other professional development opportunities.
- Participates, as appointed, on Intercollegiate Athletics, University, state, regional and national committees.
- Implements Athletics' strategic plan as part of the Division of Student Life's strategic plan in conjunction with the University's strategic plan.
- Collaborates with other entities on campus.
- Perform other duties as requested.

EDUCATION

Master's degree required.

EXPERIENCE

Minimum of four years of experience coaching competitive women's softball at a four-year institution or a junior college. NCAA coaching experience strongly preferred. Head coaching experience strongly preferred. Experience in Texas preferred. Current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use is preferred at the time of hire, and will be required prior to participation in any countable athletically related activities as defined by the NCAA. Knowledge of NCAA Division II rules is preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Demonstrated softball coaching skills.
- Ability to recruit and teach a diverse group of student-athletes.
- Ability to adhere to all policies, rules and regulations of the university, the Lone Star Conference and the NCAA.
- Ability to hire and supervise qualified assistants and student workers.
- Ability to market and promote TWU Softball.
- A proven record in following directives and being responsible for tasks which have been assigned.
- Ability to handle multiple tasks and work well in a fast-paced environment.
- Ability to attend seminars, meetings and other professional development opportunities at or away from TWU.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance within area of responsibility and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related University software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to occasionally lift, carry, and/or drag approximately 50 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,

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sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.