

**Position Title:** Assistant Coach

**Date**: April 30, 20201

**Target Start Date**: May 3, 2021

# Essential Functions:

The Assistant Coach is responsible for providing leadership support to the Head Coach in all aspects of a National Junior Collegiate Athletic Association (NJCAA) Division I or Division III (baseball) program. Specific duties include but are not limited to:

* Assist with coaching relevant knowledge, skills, techniques and strategy.
* Assist with the development of a cohesive seasonal and off-season game schedule with coaches from opposing schools.
* Assist with the development of weekly practice plans and student athlete evaluations.
* Recruit qualified student athletes
* Effectively train and coach program student athletes.

# Duties and Responsibilities:

**NJCAA Responsibilities:**

The Assistant Coach is responsible for providing leadership support to the Head Coach in all aspects of a National Junior Collegiate Athletic Association (NJCAA) Division I or Division III (baseball) program. Specific duties include but are not limited to:

* Assist with coaching relevant knowledge, skills, techniques and strategy.
* Assist with the development of a cohesive seasonal and off-season game schedule with coaches from opposing schools.
* Assist with the development of weekly practice plans and student athlete evaluations.
* Recruit qualified student athletes
* Effectively train and coach program student athletes.

# Other Duties:

**Job Responsibilities:**

* Assist with the development, management and coordination of a balanced program budget on a continuous basis.
* Assist Head Coach with the coordination of fundraising efforts through the Athletic Director in partnership with the Coastal Bend College Foundation.
* Communicate effectively with prospective student-athletes.
* Assist Head Coach with development, implementation and evaluation of student athlete recruitment plans.
* Assist Head Coach with the development and promotion of current student athletes to encourage university transfers.
* Perform other duties as assigned.

**Institutional Responsibilities:**

* Participate in “Plus One” duties as described in attached addendum.
* Receive training in, maintain knowledge of and serve as an Academic Advisor to their assigned program as well as the general student body.
* Accurate and timely submission of new hire paperwork, time sheet compliance.
* Dresses in appropriate and professional attire.
* Participate in a minimum of five (5) CBC Outreach and Recruiting
* Participate in the college’s accreditation and other college wide responsibilities.
* Other duties as assigned.

# Travel Requirements:

Assists with the coordination of transportation for team for recruitment, advising and outreach, games, practices; conduct a thorough pre-trip/post-trip, always exercise the effective defensive driving skills of self-control, alertness, foresight, check passengers’ seatbelts and good judgement while operating the inspection of the passenger vehicle. Must have and maintain excellent driving record, and provide a copy of a valid Texas Driver’s License.

# Environment:

Position involves both inside sedentary work on the court and outside work on the field in coaching and training situations with student athletes; demonstration of appropriate sport skills may involve strained muscles or orthopedic related injuries from repetitive physical motion.

# Minimum Qualifications:

High School diploma/GED. Higher education with a minimum of 30 hours or more. Bachelor’s degree preferred. Certifications required include: First-aid/CPR/AED. Must have a valid Texas Driver’s License. A copy of the Texas Driver’s License must be file with the Coastal Bend College Business Office.

# Preferred Qualifications:

Minimum of five (5) years combined of active game situation coaching at the high school, travel/club and/or collegiate level and multiple years of professional or collegiate playing/coaching experience will be accepted. Excellent interpersonal and communication skills. Experience with NJCAA, NCAA, NAIA rules compliance regulations. Candidate will be expected to work as a team member in Athletics, serve as a role model for students and maintain an appropriate professional relationship with students.

# Salary and Compensation:

Salary $35,568.00 Annual. A position at CBC includes attractive paid vacation, sick and personal time and employer paid health insurance (for employee) through BCBS among many other great, cost-effective PPO benefit options and retirement plans.

**Location:** Primarily CBC District Service Area

**Job Classification**: Exempt

**Hours**: 40 Hours/Week

**Security Sensitive**: Yes

**Division**: President

**Department**: Athletics

**Reports to**: Director-Athletics/Coach-Head

I have been presented with the job description for the position of:

***Assistant Coach***

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_