PASCO-HERNANDO STATE COLLEGE

JOB DESCRIPTION

TITLE: Head Coach Women’s Softball (Part-Time)

REPORTS TO: Athletic Director

BASIC FUNCTION: Responsible for the administration of all phases of the intercollegiate softball program.

CLASSIFICATION: Coaching Supplemental

DUTIES AND RESPONSIBILITIES:

1. Recruits quality student/athletes.
2. Organizes and plans fall and spring practices and game strategies.
3. Plans baseball budget with the assistance of the Athletic Director.
4. Recommends purchase of equipment, supplies, and uniforms as need demands.
5. Works closely with the Athletic Director in scheduling intercollegiate contests and planning team travel.
6. Promotes softball by prompt and accurate score reporting to the local media.
7. Accurately completes all required College financial reports and student travel request forms for all trips away from home for which money has been advanced.
8. Submits to the Athletic Director an alphabetical squad roster as soon as the squad is set, a squad roster with all necessary data at least one week prior to the first contest and an alphabetical list of award winners and score sheets immediately following the season.
9. Applies discipline in a firm and positive manner as outlined in the Student Athlete Handbook.
10. Provides the Athletic Director an inventory of equipment within two weeks after the season ends and arranges for cleaning and storage of equipment.
11. Demonstrates a knowledge of and commitment to the National Junior College Athletic Association (NJCAA) and Florida College System Activities Association (FCSAA) rules and regulations.
12. Provides leadership skills, teaches and motivates student/athletes to be academically and athletically successful.
13. Works actively with fundraising, promotions, and marketing.
14. Develops a successful camp/clinic program.

15. Monitors student/athletes’ academic progress and participates in obtaining academic assistance if necessary.

16. Scouts opponents when appropriate.

17. Keeps individual team, statistics, and records as required.

18. Supervises and maintains athletic facility as assigned.

19. Performs other duties as may be assigned.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree from a regionally accredited institution.
- A minimum of two years softball coaching experience at the high school/postsecondary level.
- Must be able to work evening hours and weekends.
- Must have and maintain a Florida driver’s license.
- Satisfactory background check required.