

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Assistant Softball Coach

DEPARTMENT: Athletics

REPORTS TO: Head Softball Coach

SUPERVISES: Assists with the supervision of student-athletes.

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: _____ Revision #: 2 Date: 05/26/2021

YEARLY SCHEDULED WORK: Assistant coaches work full-time for nine months as scheduled for their particular sport. Salary is paid out over a 12 month period with full benefits.

TRAVEL: Travel is required

SICK LEAVE: 7.5 hours/month **ANNUAL LEAVE:** 11.25 hours/month _____

COLLEGE-WIDE _____ **CAMPUS:** X **RANGELY** _____ **CRAIG** _____

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

Review of applications will begin immediately.

GENERAL SUMMARY:

The Assistant Coach serves as the next in line of authority for the CNCC Softball program. This position is responsible for implementing the operating program elements of the head coach who oversees all aspects of student-athletes development including coaching, mentoring and training student-athletes who are highly skilled in their sport while pursuing Athletics' twin goals of athletic excellence and developing the characteristics to be academically successful. This position maybe combined therefore the assistant coach is expected to balance the multiple duties described for their position.

PRIMARY DUTIES:

The incumbent shall be able to demonstrate the ability to assist in leading a successful sports program at the collegiate level. Duties to be fulfilled such as but not limited to:

- Demonstrating the ability to assist in administering NJCAA Division I intercollegiate program including recruiting, scheduling, fund raising, travel and practice planning

- Ability to coach, teach and train student-athletes in skills and strategies related to competition
- General knowledge of field preparations and maintenance
- Capability to instruct students in how to be academically successful
- Demonstrating the ability to mentor, maintain discipline, respect and standards of behavior
- Fulfilling other responsibilities in the Athletics Department based on coaches skill set, the needs of the Department and team sharing approach
- Must report all incidents, whether directly or indirectly, that you become aware regarding Civil Rights, which includes all sexual misconduct incidences, to the Equal Opportunity/Title IX Coordinator for the College
- Oversee weight training specific to softball
- Complete assigned game stats, scoring, records and procedures as directed during the season
- Maintain the level of discipline, respect, and standards of behavior while mentoring student-athletes
- Utilize excellent communication skills with team players and the Head Softball Coach

*Assistant Coaches will also have regular duties to support CNCC's Student Life. *Please note - Assistant Coaches will have their job performance in Campus Life reviewed as part of their annual evaluation by the Vice President of Student Services).*

Duties to be fulfilled such as but not limited to:

- Assistant Coaches should be prepared to:
 - Complete 15 hours per week in Campus Life
 - On-Call Shifts
 - Plan, Coordinate, and Execute Student Activities/Intermural Sports/Clubs
 - Assist with Campus Life Areas on CNCC Campus
 - Engage and Interact with Student Body
 - Communication to be timely, professional, and effective
 - Other Duties as Assigned

MINIMUM/ESSENTIAL QUALIFICATIONS:

- 1. Education and Training:** Bachelor's Degree
- 2. Prior Related Experience:** Two years pf playing and/or coaching experience at the collegiate level.
- 3. Licensure/Certification:**
 - CPR/AED & First-Aid Certification
 - Valid Driver's License and clean motor vehicle record (Candidate must possess, or agrees to obtain, CDL sufficient to safely drive CNCC bus/van for transporting athletes to and from games. This should be time constrained to no more than 2 months of hire date if they do not already have the CDL)
- 4. Equipment Skills:** Equipment and facilities related to Softball
- 5. Other Qualifications:**
 - Knowledge of NJCAA and College rules, policies, and regulations
 - Knowledge and understanding of higher education including academic advising
 - Familiarity with film editing software such as Synergy and Hudl

PREFERRED QUALIFICATIONS:

- **Education and Training:** Master's degree
- **Prior Related Experience:** Four years of playing and/or coaching experience at the collegiate level

- **Equipment Skills:** Previous BANNER experience

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Review of applications will begin immediately.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than ½ hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing				X		
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					x	
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____