

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Head Softball Coach

DEPARTMENT: Athletics

REPORTS TO: Athletic Director & Vice President of Student Services (for all Campus Life/Student Services duties)

SUPERVISES: Assistant Softball Coach

FLSA: Exempt Non-Exempt

DOCUMENT STATUS: New/Date: _____ Revision #: 4 Date: 05/06/2022

YEARLY SCHEDULED WORK: Head coaches work full-time for ten months as scheduled for their particular sport, beginning July 15th through May 31st yearly. Salary is paid out over a 12 month period with full benefits.

TRAVEL: Frequent travel is an expectation of this position.

SALARY: \$35,000.00 / year.

SICK LEAVE: 8.30 hours per month **ANNUAL LEAVE:** 12.50 hours per month

COLLEGE-WIDE _____ **CAMPUS:** **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. CNCC is a small, rural community college located in Northwest Colorado.

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.

GENERAL SUMMARY:

This position is responsible for leading all aspects of the Women's Softball Program for student-athletes which include coaching, mentoring, guiding and training student-athletes who are highly skilled in their sport. Athletic programs are expected to align with the Colorado Northwestern Community College and Athletic Department's Mission and Vision. This position is expected to run all practices, games and tournaments as well as actively scout and recruit players and travel with the team. They will monitor student athletes through academic and life skills as well as organize, and conduct, off season camps. This position is responsible for operating a program for student-athletes which includes, recruiting, and coaching, mentoring, guiding, and training student-athletes. The successful candidate must possess leadership and management skills that will assist in developing the student-athlete's growth in the psychomotor, effective and cognitive domains. The incumbent shall hold a Bachelor's degree in a relevant sport

discipline and have experience as a volleyball coach at the interscholastic or intercollegiate level. The successful candidate should have a relevant degree in a discipline for additional teaching duties and/or administrative practices as applicable. CNCC values high energy, creativity, and a strong commitment to student engagement. We are seeking coaches who will have a dramatic impact on student success, and will instill a culture of excellence in our athletic program.

PRIMARY DUTIES:

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

- Support student-athlete success by ensuring they meet academic standards each semester, identify a program of study and if appropriate a transfer institution within their first semester, register for subsequent semesters within the first two weeks of registration opening, personally oversee athlete study sessions, personally connect players with college resources and personnel to resolve financial, academic, personal and health issues impacting their success.
- Based on college mission, recruit student-athletes to fill and maintain appropriate roster sizes based on NJCAA standards.
- Meets with each athlete once a month to review progress on the student success checklist to include academic, athletic, and other progress or issues. Help athletes in improvement planning and goal setting and monitor their performance on these plans.
- Model and encourage leadership, sportsmanship, teamwork, and positive citizenship.
- Responsible for major recruitment efforts for sport.
- Assist in verifying athlete eligibility prior to competition.
- Will serve as the responsible party for student-athlete safety and conduct during all team athletic practices, games, events and activities and notifies the athletic director of any issues.
- Must be able to administer NJCAA Division I intercollegiate program including recruiting, scheduling, fund raising, budgeting, travel and practice plans.
- Responsible for the optimum development of the Softball Intercollegiate Sports Program.
- Oversee program equipment and uniform inventory.
- Provide leadership to respective team via expertise, direction and personal example.
- Coach, teach and train student-athletes in skills and strategies related to competition.
- Responsible for maintaining and submitting statistical reports to the college and conference officials.
- Instruct students in how to be academically successful.
- Mentor, maintain discipline, respect and standards of behavior.
- Fulfill 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.
- Work with the Athletic Director in the preparation and implementation of athletic schedule for the sport.
- Responsible for planning and maintaining appropriate records of related road trips, and for student behavior on trips representing the college.
- Responsible for maintaining and securing all equipment relating to sport.
- Submit annual report of respective sport to the Athletic Director.
- Oversee weight training specific to softball.

- Maintain the level of discipline, respect, and standards of behavior while mentoring student/athletes
- Utilize excellent communication skills with team players and the Athletic Director.
- Demonstrate strong verbal and written professional communication skills.
- Develop and maintain a knowledge of applicable Regional and Conference rules and regulations.
- Ensure student-athlete participation in all assigned community service activities.
- Enters correct statistics and results into the NJCAA in a timely manner after each competition.
- Will take a minimum of one on-call week per month, working with in season travel schedule.
- Plan one field trip per semester (fall and spring) open to all campus students.

**Please note - Due to CNCC Coaches maintaining regular duties and added support to CNCC's Campus Life or Student Services Departments, Head Coaches and Assistant Coaches will have their job performance in Campus Life or Student Services reviewed as part of their annual evaluation by the Vice President of Student Services. All Head Coaches and Assistant Coaches must be willing to learn BANNER, Recruit and Navigate Software systems as an expectation of this position.*

Student Services/Campus Life duties to be fulfilled (not limited to):

- Complete 15 hours per week in the Campus Life Department or Student Services Department.
- Taking on-Call Shifts.
- Plan, coordinate, and execute student activities/intermural sports/clubs.
- Assist with Campus Life or Student Services areas on CNCC Campus.
- Engage and interact with Student Body.
- Communication to be timely, professional, and effective.
- Other duties as assigned.

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. **Education and Training:** The incumbent shall hold a combination of a Bachelor's degree in a relevant sport discipline and experience as a volleyball coach at the interscholastic or intercollegiate level.
2. **Prior Related Experience:** Two years of playing and head coaching experience at the college level.
3. **Licensure/Certification:**
 - CPR/First-Aid/ AED
 - Valid Driver 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 sport associated with softball.
5. **Other Qualifications:**
 - Knowledge of NJCAA and College rules, policies, and regulations
 - Excellent interpersonal communication skills
 - Knowledge and understanding of higher education including academic advising
 - Strong organizational skills and a proclivity for attention to details
 - Able to multi-task, proactive with independent decision making, a self-starter
 - Specialize in recruitment and or program development

- Willing to work on a limited budget
- Requires maintaining a valid driver's license

PREFERRED QUALIFICATIONS

- 1. Education and Training:** Master's Degree
- 2. Prior Related Experience:** Four years of playing and head coaching experience at the college level. Be able to show program growth and stability, through recruitment, retention, and transferring student athletes.
- 3. Licensure/Certification:** CDLA License
- 4. Equipment Skills:** Equipment and facilities related to sport associated with softball.
- 5. Other Qualifications:**
 - Knowledge of NJCAA and College rules, policies, and regulations
 - Excellent interpersonal communication skills
 - Knowledge and understanding of higher education including academic advising
 - Strong organizational skills and a proclivity for attention to details
 - Able to multi-task, proactive with independent decision making, a self-starter
 - Specialize in recruitment and or program development
 - Familiarity with Presto Sports

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.

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: | | | | | | |

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: _____