DRURY UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** Assistant Softball Coach  
**DEPARTMENT:** Athletics

**DATE:** June 1, 2012  
**SCHEDULE:** Regular, Full-time, 12 months

**REPORTING SUPERVISOR:** Athletic Director  
**FLSA:** Exempt - Administrative  
**IPEDS:** 27

**JOB FUNCTION:**
Responsible for assisting in all aspects of the women’s softball program as assigned by the Head Coach including but not limited to coaching, budgeting, scheduling, and program organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. This position will have additional duties assigned according to the applicant’s strengths.

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<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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| Recruiting  
1. 35% | Ongoing | Evaluates talent during summer, high school season and at ASA tournaments, coordinates priority list with head coach, maintains prospect database, maintains telephone and written contact with recruits and high school coaches, assists in coordination of communications regarding official and prospect recruiting visits. |
| Coaching  
2. 35% | Ongoing | Practice preparation, provides instruction and motivation during practice, assists in preparation of off season workouts and conditioning, administer individual and group workouts, field prep before and after practices and summer camps. Assists with monitoring of student athletes’ academic progress, securing tutors, and coordinating and monitoring study hall. |
| Scout Opponents  
3. 15% | Ongoing | Scouts opponents, analyzes scouting reports and uses information to assist staff in practice preparation. |
| Other Responsibilities  
4. 15% | Ongoing | Assists with acquisition of team equipment and practice scheduling. |

**MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A bachelor’s degree is required (master’s degree preferred). At least two years of experience as a coach or graduate assistant coach at the intercollegiate level in the sport of softball is required. Extensive player experience at the collegiate level in the sport of softball may be substituted for coaching experience.
2. Demonstrated knowledge of NCAA rules and regulations governing recruitment, eligibility and related functions.
3. Ability to be self-motivated and work long hours to include weekends and nights.
4. Ability to handle stressful situations in a professional manner.
5. Interpersonal skills are necessary to interact effectively with prospective students, current students, faculty, staff, and the general public.
6. Attention to detail for managing contract scheduling and athletic information.
7. Ability to maintain a flexible schedule in order to coach games, home and away.
8. Organizational skills to meet schedule deadlines and to ensure all arrangements in administration of the softball program are completed in a timely manner.
9. Analytical skills are necessary to determine strategy during games.
10. Ability to operate a computer to manage the softball program.
11. Ability to observe players while they perform daily practices to determine need for individual or team improvement.
12. Decision making skills to recruit student athletes that comply with NCAA Division II softball regulations.
**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee needs to be physically fit and athletic in order to coach and teach softball. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Must be able to travel to away games, conference meetings, seminars, etc. as required.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises a student manager. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.