

Alverno College
Non-Exempt Position Description

<u>Position Title:</u>	Head Coach- Softball	<u>Date:</u>	December 2024
<u>Department:</u>	Athletics	<u>Status:</u>	Fulltime/12-month
<u>Reports To:</u>	Director of Athletics		

<u>Primary Function:</u>	Organize and operate an effective program based on integrity and focused on student-athlete welfare, retention, and recruitment. Instruct all aspects of the sport. Teach student-athletes sport techniques, game management and strategies, teamwork, leadership, sportsmanship, the importance of proper nutrition, and strength and conditioning methods. Develop player's skill level and increase their knowledge of the sport by implementing effective practice plans. Instruction may be on an individual basis or in a team setting. Meet with players individually and/or as a team for self-assessment. Evaluate and recruit prospective student-athletes in a concerted effort to help expand student-athlete enrollment. Must be able to communicate effectively. Assure that the athletic activities are conducted in accordance with Alverno College, Northern Athletics Collegiate Conference (NACC), and NCAA policies. This is a position-requiring weekend and evening work.
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Principal Responsibilities

1. Knowledge and adherence to all NCAA, NACC, and Alverno College policies.
2. Attend and plan all practices, competitions, and events for assigned sport.
3. Evaluate talent, contact prospects, and recruit new student-athletes to Alverno College, working collaboratively with Admissions to help achieve College enrollment goals.
4. Maintain an inventory of equipment, uniforms, and supplies. Purchase equipment if necessary.
5. Provide student-athletes the necessary time and resources to succeed academically, support their academic efforts, and monitor their progress.
6. Provide leadership and general support/guidance to student-athletes. Help develop their skill level and increase their knowledge of the game as well.
7. Attend all Conference and Departmental meetings.
8. Cultivate and maintain positive relationships with student-athletes, staff, faculty, alumnae, volunteers, and fans.
9. Assign duties and supervise the Assistant Coach (Part-time & Volunteer).
10. Coordinate travel and meal arrangements as well as safely transport athletes to and from all practices and competitions.
11. Stay involved with scheduling, promotional, and fundraising activities as well as office management.
12. Promote the sport on and off campus in a positive manner.
13. Maintain positive professional relationships with other colleges, professional peers and organizations to remain current in trends particular to sport and further develop areas of responsibility.

14. Participate in department meetings, committees, and official College functions when appropriate.
15. Manage secondary responsibilities within the Athletics Department, to be determined at a later date, including Event Management.
16. Comply with safety procedures and maintain clean and orderly work areas.
17. Perform other duties as necessary to support the mission of the College.

Qualifications

1. Bachelor's Degree required.
2. Significant experience organizing and supervising a sports program is required.
3. Requires previous teaching/coaching and/or playing experience in assigned sport to indicate substantial knowledge of technical aspects of the sport including knowledge of NCAA regulations.
4. Strong communication skills with faculty, staff, students, potential student-athletes, parents, coaches, officials, and the public.
5. Must have demonstrated leadership abilities and an understanding of student development, including the ability to balance student needs and take on an institutional perspective.
6. Requires the ability to work in a team setting and work effectively with a variety of audiences and departments.
7. Requires strong organizational skills and the ability to multi-task and prioritize.
8. Must be able to work evenings and weekends as necessary to attend practices and events.
9. Current driver's license, meeting the qualifications to drive an Alverno van.
10. Must be able to move freely, including the ability to frequently walk, stand, stoop and bend.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity