



## Job/Position Description Assistant Softball Coach

### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, teaching philosophy, and your salary requirements. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts July 1, 2022.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

### ADMINISTRATIVE INFORMATION

**POSITION:** ASSISTANT SOFTBALL COACH (Full Time)

**POSITION'S MAJOR OFFICE:** Athletics

**MAJOR OFFICE RESPONSIBILITIES:** Athletics is responsible for operations of 25 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. The program recruits students to meet roster minimums; focuses on retention by providing an outstanding student-athlete experience and counseling students appropriately on academic and other issues; enhances the physical, mental and social development of the student-athletes through rigorous practices, appropriate competition and activities including community service; provides a connection point for the campus, alumni and Salina community to the university.

**POSITION'S DEPARTMENT:** Softball

**POSITION'S DEPARTMENT RESPONSIBILITIES:** The softball is expected to recruit student-athletes that can be successful academically, socially and athletically at Kansas Wesleyan University, meeting a minimum roster of active student-athletes and managers annually; instruct and prepare the student-athletes for competition in the KCAC and NAIA; schedule and coach intercollegiate matches and tournaments; counsel the student-athletes on academic, athletic and social issues; coordinate a team community service program; provide a connection point for outreach to the campus, alumni and Salina community. The full-time assistant softball coach will serve as head coach for the reserve team.

**POSITION'S DIRECT SUPERVISOR:** Head Softball Coach

**DATE POSITION LAST REVIEWED OR ANALYZED:** February 2022; Revised by Steve Wilson, Director of Athletics

**POSITION'S EMPLOYMENT STATUS:** Full-Time, Staff, Exempt, At-Will

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

## POSITION INFORMATION

**POSITION'S SUMMARY:** The position is responsible for teaching, coaching, and recruiting softball student-athletes.

**POSITION WORKS WITH:** Head softball coach and softball graduate assistant. Works significantly with the athletic training staff and sports information director. Also works with other head coaches, admissions and financial aid staff and other athletics staff members.

**POSITION'S STAFF AUTHORITY:** None.

**POSITION'S BUDGET AUTHORITY:** None.

**POSITIONS PHYSICAL WORKING CONDITIONS:** Office, weight room and softball practice and competition facilities. *Position will require field maintenance of turf field at Salina South High School.*

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** Demonstrating skills can cause injury. Potential exposure to blood borne pathogens.

**POSITION'S EQUIPMENT:** University phone, computer, coaching tools and apparel.

**POSITION'S WORK SCHEDULE:** Flexible full-time schedule (normal office hours 8 am to 5 pm), arranged around recruiting, scheduled team practice and competition times, and staff meetings.

**POSITION'S TRAVEL REQUIREMENTS:** Significant travel for recruiting, as well as with the team for road games.

## POSITION DUTIES AND PERFORMANCE STANDARDS

### **POSITION'S ESSENTIAL DUTIES:**

- Teaching/Coaching (50%)
  - Instruct, teach and coach student-athletes during practice and competition.
  - Conduct video analysis and instruction as a teaching and preparation tool.
  - Plans practice and/or competition strategy.
- Recruiting (30%)
  - Identify, evaluate and recruit potential team members to KWU, recording transactions in Front Rush or similar university provided recruiting software.
  - Assists head coach in ensuring that the program meets roster minimums and recruiting class goals.
  - Assists head coach to ensure program recruiting activities adhere to University and NAIA Policies and Procedures
- Administration (15%)
  - Assists head coach to ensure ongoing eligibility of student athletes in the softball program and monitors their academic program. Targets include a 3.00 team GPA and a 90 percent graduation rate for student-athletes that exhaust eligibility at Kansas Wesleyan.
  - Conducts inventories of uniforms, supplies and equipment to ensure effective maintenance of physical resources.
  - Participates in campus service and leadership opportunities regularly, serving in at least three annually.
  - Works with the SID to provide accurate data for individual and team accomplishments, as well as game scores.
  - Provides reports and documentation when required by the Head Softball Coach and/or Director of Athletics

### **POSITION'S OTHER DUTIES (5%):**

- Provides reports and documentation when required by the Director of Athletics
- **Other duties as assigned by the Director of Athletics**

**POSITION'S PERFORMANCE MEASURES AND STANDARDS:** This section lists the specific performance measures and standards (goals) upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder.

- Recruiting – sufficient recruiting contacts and evaluations to ensure that the minimum roster size is achieved as of the 20<sup>th</sup> day of the fall semester.

- Athletic Success – program regularly finishes in the top four of the conference regular season and competes for the conference title annually.
- Engagement – that the program or the coach meets the above requirements for campus, community and alumni engagement.
- Student-Athlete Welfare – positive program comments in the annual review by student-athletes
- University Contribution – the coach, the staff and the student-athletes contribute positively to the university.

## POSITION QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: Bachelor’s degree.
- PREFERRED: Master’s degree

### **CERTIFICATIONS/LICENSES:**

- MINIMUM REQUIRED: First Aid/CPR certification (must be active within 60 days of employment); NAIA Champions of Character Character-Driven Coaches online course and Blood Borne Pathogen online training (both must be completed within 60 days of employment); Valid driver’s license.
- PREFERRED: None

### **WORK EXPERIENCE:**

- MINIMUM REQUIRED: Minimum of one year coaching experience. Experience in recruiting.
- PREFERRED: Collegiate softball coaching experience. Experience with NAIA programs.

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’S:**

- MINIMUM REQUIRED
  - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
  - Demonstrable teamwork and team building skills.
  - Demonstrable priority setting and organizational skills.
- PREFERRED
  - None

## NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.