

MUHLENBERG COLLEGE

ALLENTOWN, PA

Position Title: Assistant Coach, Softball
Supervisor: Head Coach, Softball
Classification: Non-exempt, part-time, hourly-paid, total budget \$2,500.

The Assistant Coach, under the general supervision and direction of the Head Coach and oversight of the Athletic Director, is responsible to support the efforts of the Head Coach in conducting a representative program in the sport. Duties specified below will be the specific responsibilities for which the Assistant Coach will be paid. To provide the Assistant Coach with additional opportunity for involvement and professional growth, a variety of other activities (for example, recruiting, scouting, etc.) may be offered to the Assistant Coach for participation on a voluntary basis. If an Assistant Coach elects to participate in any additional activities on behalf of the individual sport or the Athletic Department, it is with the understanding that these are strictly voluntary actions that will not result in additional compensable hours.

Characteristic Duties & Responsibilities:

- A. Support the coach in administering a competitive NCAA Division III program in accordance with college, NCAA and Centennial Conference policies.
- B. Provide coaching in support of the head coach's plan to assist all athletes in realizing their potential as athletes, students and members of the general college community.
- C. Attend practices, training sessions, team meetings and games (home and away) in support of the Head Coach. (Specific time commitment required will be delineated by the Head Coach.)
- D. Part-time assistants will be expected to make themselves available when necessary for training in rules compliance.
- E. Other duties as assigned by the Head Coach, said duties to be described specifically along with estimated hours required for the task.

Qualifications:

- 1. Bachelor's degree and related professional experience, or a combination of experiences leading to similar qualification, required.
- 2. Strong communication skills.
- 3. Ability to work with a variety of people.
- 4. Flexibility of time necessary to make commitment to varying time needs of the position.