

Job Posting



Position	Department	Reports To
Assistant Softball Coach	Athletics	Head Coach, Women's Softball

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

The position is responsible for assisting in the oversight of the Women's Softball program at Grace College.

General Responsibilities:

A. Coaching:

Assist with game preparation and coaching. Assist in the supervision of student athletes from the time practice or activity starts until the student athletes leave. At no time should the student athletes be without supervision of a coach. Show respect for officials, press, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches, administrators, and teachers.

B. Administrative Responsibilities:

Responsible for the security of all facilities used by the team and coaching staff. Assist the Head Coach in insuring the proper completion of physical examinations and all forms relating to the examinations, waiver and release forms, and proof of insurance forms before a student athlete participates in practice. Assist the Head Coach in the distribution, collection, and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion), and in the collection of fees from athletes for lost equipment and uniforms. Attend departmental meetings as requested or required. Assist in the coordination of transportation for team members to all scheduled events. Perform any other duties or responsibilities related to the coaching position as needed or directed by the Head Coach.

C. Recruiting and Fundraising:

Assist in recruiting student athletes who are a good fit for Grace College. Assist with scouting trips. Participate in fundraising activities and the management of all related details.

D. Student Mentoring and Leadership:

Maintain strong leadership among student athletes. Assist with the discipleship of the student athletes by conducting Bible studies, meeting with players one-on-one, and being available for the team members. Assist in the coordination of spring or winter break trips for team members in order to establish team unity and cohesiveness. Assist in establishing an environment in which athletes can gain self-esteem and develop a positive self-image. Demonstrate an interest in the classroom efforts and off-season activities of student athletes. Provide leadership that promotes positive attitudes and good sportsmanship. Work with student athletes in a fair, understanding, and tolerant manner. Notify all members of the team of policies, procedures, and training rules as they pertain to the team. Monitor and address the conduct of the student athletes at practices and games. Promote unity within the coaching staff and within the framework of the athletic department. Provide ongoing individual support and guidance for team members.

E. Other Duties:

Assist with award presentations. Establish winning teams within the bounds of good sportsmanship. Develop teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to rules of training and conduct. Promote the attitude among student athletes and coaches that winning is important but is secondary to good sportsmanship and the overall welfare of the athlete.

Qualifications:

Minimum:

1. Two years of successful assistant coaching experience or collegiate playing experience.
2. Proven ability to communicate effectively one-on-one, in small groups, and in public speaking contexts.
3. Proven ability to communicate ideas and priorities effectively to promote teamwork and achieve desired results.
4. Demonstrated strategic planning skills and an ability to assess the team's competitive strengths and

vulnerabilities. Demonstrated skill in making strategic recommendations to enhance the team's performance.

Preferred:

1. Bachelor's degree in the field of Physical Education, Sport Studies, or a related field.
2. Three years of successful college-level assistant coaching experience.

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Status: Part Time; Non-Exempt

Posted: 8-4-2019