



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 6/25/2025
Revised on: 6/25/2025

Job Title	Salary Schedule	Grade	Job No.
Assistant Softball Coach (Part-Time)	Local		
Reports To	FLSA Status	Grant Funded	Tenure Track
Head Softball Coach	Non Exempt	No	No

JOB SUMMARY: The Assistant Softball Coach supports the Head Softball Coach in developing a competitive intercollegiate softball program. Responsibilities include instructing players on rules, techniques, and equipment usage; organizing and leading individual and group practice sessions; assessing player skills; and contributing to game strategy development. This role also involves recruiting qualified student-athletes, monitoring their academic progress, and promoting adherence to NJCAA and ACCC regulations. The Assistant Softball Coach reports directly to the Head Softball Coach.

QUALIFICATIONS:

- ◆ Demonstrated knowledge of softball **required**
- ◆ Bachelor's Degree *preferred*
- ◆ Collegiate experience as a softball player *preferred*
- ◆ Prior experience in coaching softball in an intercollegiate setting *preferred*
- ◆ Excellent public relations skills *preferred*
- ◆ CPR/AED trained within first 90 days of employment

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Knowledge of NCAA, NJCAA, and ACCC Rules and Regulations
- ◆ Mastery of sport coached
- ◆ Ability to lead, guide and direct student-athletes in a positive manner
- ◆ Willingness to form relationships with constituents and help fundraise
- ◆ Planning and supervision programs for player training, conditioning, and drug education and testing. Providing appropriate program safety requirements and appropriate discipline for student-athletes for violations of team rules or GSCC Athletics regulations or conducting impacting team policies or the reputation of GSCC Athletics.
- ◆ Develop strategies for the sports program to achieve sustained intercollegiate competitive excellence

DUTIES:

- ◆ Assisting with any or all of the following duties as assigned by Head Coach:
- ◆ **TEACHING/INSTRUCTING STUDENT-ATHLETES HOW TO DEVELOP AND PERFORM IN THE SPORT OF SOFTBALL** – Responsible for:
 - ◆ Instructing players in the rules, regulations, equipment, and techniques of the sport.
 - ◆ Organizing and directing individual and small group practice activities/exercises as directed by the head coach

- ◆ Assessing player's skills, monitoring players during competition and practice, and keeping the head coach informed of the athletic performance of students
- ◆ Evaluation of individual and team strengths and developing strategies for skill improvement. Support for all games, scrimmages, and practices. Leveraging technology for team development.
- ◆ Promoting an atmosphere of compliance within the sport program. Cooperate with the Athletics compliance office regarding NCAA, NJCAA, and ACCC rules and policies, including reporting requirements.
- ◆ BUDGETS– Responsible for:
 - ◆ Assisting in annual budget preparation
 - ◆ Staying within amount budgeted for fiscal year
 - ◆ Having all expenditures pre-approved through appropriate channels
- ◆ EQUIPMENT/APPAREL– Responsible for:
 - ◆ Pre- and Post-season inventory
 - ◆ Care and maintenance of all equipment/apparel and facilities
 - ◆ Initiating process to order equipment/apparel
- ◆ ACADEMICS– Responsible for:
 - ◆ Supporting all Department of Athletics policies on classroom attendance, study hall, progress reports and enforcing disciplinary actions
- ◆ FUNDRAISING– Responsible for:
 - ◆ Getting prior approval from the AD prior to initiating a fund-raising activity
 - ◆ Devising new methods of fund raising
 - ◆ Being available for Departmental fund-raising activities
 - Following guidelines established by Department, GSCC, ACCC, and the NJCAA for fund raising activities
- ◆ PAPERWORK – Responsible for:
 - Completing all paperwork by established athletic department and NCAA deadlines
- ◆ MEETINGS – Responsible for:
 - Attending and contributing to all Department of Athletics meetings and requested functions
- ◆ CAMPS - Responsible for:
 - Following guidelines established by Department, GSCC, ACCC, and the NJCAA for camp procedures and operations
- ◆ PUBLIC RELATIONS – Responsible for:
 - Participating in public relations and promotions for the sport program assigned and supporting the Communications and Public Relations department.
- ◆ RECRUITING– Responsible for:
 - Compliance with NJCAA recruiting rules and completing associated paperwork in a timely manner
 - Arranging financially responsible recruiting trips
 - Passing NJCAA Coach's Recruiting/Eligibility Test each year
 - Initiating arrangements for all on-campus visits
 - Recruiting students who will be an asset to the GSCC and to the Department of Athletics and graduate in a timely manner
- ◆ Other duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of

specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Requires frequent standing, walking, bending, and reaching during practices and games.
- ◆ **Manual Dexterity:** Regularly operates sports equipment and demonstrates softball techniques.
- ◆ **Lifting:** Must be able to lift and carry equipment weighing up to 50 pounds.
- ◆ **Communication:** Effective verbal communication is essential for instructing players and collaborating with coaching staff.

Work Environment:

- ◆ **Setting:** Work is performed in both outdoor fields and indoor facilities, subject to varying weather conditions.
- ◆ **Travel:** Frequent travel is required for away games, recruiting events, and conferences.
- ◆ **Schedule:** The position demands a flexible schedule, including evenings, weekends, and holidays, to accommodate practices, games, and recruiting activities.
- ◆ **Interaction:** Regular interaction with student-athletes, coaching staff, athletic trainers, and external partners is expected.

Reviewed by: Jason Gurley, HR Manager

Employee Name:

Employee Signature

Date