

## **GORDON COLLEGE**

### ***Position Description***

#### **Title: Head Softball Coach**

**Function:** Under the supervision of the Director of Athletics, the Head Softball Coach is responsible for the leadership and development of student-athletes, including the discipleship of young women in a highly competitive program, and a comprehensive student support structure to facilitate their spiritual growth and areas of sport-specific technique, strategic play, teamwork, and safety in the sport of Softball at Gordon College. The level of responsibility includes areas specific to Softball and a responsibility for our student-athletes' holistic well-being. The program's success is measured by student outcomes, competitive excellence, and the ability to fulfill the college's mission. This is demonstrated by the mentoring of student-athletes, including teaching, and modeling the value of Christian competition and leadership.

#### **Description of Duties and Tasks:**

##### **Head Coach Duties**

1. Responsible for the instruction and development of student-athletes, including sport-specific technique, strategic play, safety, and key aspects of their position.
2. In collaboration with the Director of Athletics, the Head Softball Coach should contribute to the development and growth of the department, as well as the overall growth of Gordon College, including service and mission opportunities to invest in the Gordon community.
3. Lead the recruitment and retention of quality student-athletes who understand and embrace the mission of Gordon College and of the Athletics Department. This requires attending Admissions-related functions, significant correspondence to inquiries, travel to recruit prospective student-athletes, and collaboration with campus partners.
4. Regularly attend department staff meetings and ensure compliance with College, Conference of New England (CNE), and NCAA rules, as well as provide support for large departmental initiatives (including special events), spiritual development, game management, and alumni/fundraising activities.
5. Work in collaboration with campus partners to monitor academic performance of student-athletes and collaborate in all areas of comprehensive student support, including discipleship, development, and retention of student-athletes within their specific sports program.

6. Supervise game management for other sports as part of the out-of-season schedule.
7. Determine fiscal requirements and budgetary recommendations for their respective program(s), while monitoring, verifying, and reconciling expenditures of budgeted funds.
8. Perform other duties as assigned by respective sports supervisor or Director of Athletics.
9. Office hours are primarily weekdays, but responsibilities require additional hours and flexibility, including evenings and weekends.

### **Campus and Community Engagement**

1. Develop and maintain professional and collaborative relationships with colleagues, faculty and staff, campus administration, alumni, friends of the college, and trustees.
2. Participate in the life of the Gordon College community.
3. Participate and attend campus meetings and functions as needed.
4. Work within the framework of the rules and regulations of Gordon College.

### **Required Knowledge, Skills, and Abilities**

To fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. A bachelor's degree is required; master's degree is preferred. Experience playing and/or coaching at the intercollegiate level is also preferred but not required.
2. Effective leadership skills and motivational abilities with mentoring experiences.
3. Understanding and appreciation of Christian liberal arts higher education.
4. Knowledgeable of, and adhere to, the rules and regulations of the NCAA Division III and the CNE Conference.
5. Ability to be a team player within the Department of Athletics and the institution.
6. Strong desire to work with, relate to, and develop student-athletes.

7. Sound administrative ability with emphasis on organization and attention to detail, including effective verbal and written communication skills.
8. Positive mindset, solution-oriented style of leadership to contribute to a culture of continuous improvement and collaboration.
9. Familiarity with basic computer operations, and ability to use common office equipment, including the ability to operate specialized software for sports administration.

Position Code: ATH-HCOACH-2

Grade: 5

FLSA Status: Exempt

Hiring Range: \$50,000 - \$60,000 annually

In our Christ-centered [living and learning community at Gordon College](#), faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions, and agree to work within Gordon's community standards in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.