

# Assistant Softball Coach

**POSITION:** Assistant Softball Coach

**SUPERVISOR:** Head Softball Coach

**DEPARTMENT:** Athletics – Softball

## GENERAL JOB DESCRIPTION

The Assistant Softball Coach assists the Head Softball Coach in all aspects of the Softball program, including (but not limited to) practice and game preparation, recruiting and retention of student-athletes, hiring and supervision of assistant coaches, budget management, fund-raising, scheduling, public relations, community service and strict adherence to all NCAA and university rules.

## ESSENTIAL FUNCTIONS

- Assists head coach in organizing, preparing, and conducting individual and team practices, training, competition, and field maintenance.
- Assists in the identification and recruitment of potential student-athletes in accordance with NCAA and university rules, regulations, guidelines, and standards; conducts recruitment through scouting, attending tournaments and home visits.
- Provides guidance and assistance to student-athletes on a range of personal issues, as required.
- Leads, monitors, and coordinates training and practice sessions, ensuring that all appropriate safety guidelines and standards are maintained.
- Provides assistance in the coordination and administration of the overall program, as required.
- Represents the sports program to various institutional programs and externally to the media, government agencies, funding agencies, students, parents, and the general public.
- Performs miscellaneous job-related duties as assigned.

## QUALIFICATIONS, SKILLS, AND ABILITIES

Candidates must have a bachelor's degree from an accredited institution, strong communication and interpersonal skills; a record of integrity and leadership; a willingness to advance the goals of the Tiffin University Department of Athletics, including fundraising; and a commitment to the academic success and graduation of student-athletes. Knowledge or background of Ohio, or the surrounding area is preferred.

## EXPECTED KEY COMPETENCIES

- Interdependence:* Fosters collaboration across the University
- Communication:* Strong decision-making and communication skills
- Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- Respect:* Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together.
- Entrepreneurship:* Influences and Inspires



*We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.*

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.*

*Tiffin University is an Equal Opportunity Employer*