

# WESTERN TEXAS COLLEGE

Job Description: Assistant Softball/Pitching Coach  
Department: Athletics  
Reports To: Head Softball Coach

**POSITION SUMMARY:** The successful candidate will assist the Head Softball Coach with recruiting, skill instruction, student-athlete development, monitoring academic performance, coordination and implementation of community service programs, identification and summer camps, community involvement, fundraising, practice and game coaching. Additional specific responsibilities include development of pitching staff. Full-time position; \$20,930 plus benefits.

## **ESSENTIAL FUNCTIONS:**

**Recruitment:** Assist in the recruitment of student athletes. Negotiate scholarship offers to prospects as directed by the head coach. Attend off campus games for the purpose of evaluation and contact. Coordinate mailing of recruitment materials and recruiting information. Maintain contact with prospective student-athletes. Plan campus visits with prospective student-athletes and their parents.

**Coaching:** Directly working with the pitching staff. Prepare, plan, conduct and evaluate practice sessions, as directed by the head coach. Teach individuals and groups of players specific tasks and skills before, during and after practice, in-season and off-season. Teach player-to-player sport specific skills. Teach progressions and drills during daily practice.

**Team Administration:** Administers travel arrangements for team by completing the following tasks when requested by the head coach: organize buses, hotels and meals for all away games; process all paperwork before and after every trip; create itineraries and work with opponents to schedule practice times. Supervise and assign responsibilities to team managers if applicable. Maintain equipment inventory and oversee distribution to athletes. Plan long and short term team objectives under the leadership of the head coach.

**Academics:** Assist with enrollment activities of student-athletes under the direction of the head coach. Assist with monitoring academic performance, academic progress and class attendance of student-athletes and intervene when necessary.

**Campus/Community Communication:** Interact with various campus offices and departments. Serve in a leadership role and promote participation in community service activities by student athletes. Maintain frequent and consistent public contact with high schools, junior colleges, four year schools and clubs for recruitment, scouting and public relations efforts.

## **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's Degree preferred
- Previous collegiate experience as a player or pitching coach preferred
- CDL or ability to obtain CDL preferred
- WESTERN TEXAS COLLEGE WILL NOT CONSIDER YOUR APPLICATION IF YOU ARE NOT AUTHORIZED TO WORK IN THE UNITED STATES

## **SALARY:**

- \$20,930 plus benefits

## **ANTICIPATED START DATE:**

- ASAP