

**Job Title:** Head Softball Coach  
**Reports to:** V.P. of Student Services/Athletic Director  
**Classification:** Administrative  
**Last Updated:** April 30, 2024

### **Job Summary**

The primary responsibilities of the Head Softball Coach at Cisco College are to organize, administer and coordinate all aspects of the softball program. General duties consist of developing and improving athletic opportunities for softball student-athletes; examining, researching, and making recommendations for improving the current softball program; preparing and administrating the annual softball budget; oversight, development, and implementation of a recruiting strategy that fits with the Cisco College philosophy for student recruitment; and developing a cooperative working environment with the faculty and other departments of the College.

A commitment to the comprehensive role of the community college as stated in the College Mission will be demonstrated through contributions to the College such as advising, committee work, and collaborating with faculty to encourage student success. Cooperation and working harmoniously with College and School District personnel and the public are imperative for the success of the softball program. The Head Softball Coach is expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

### **Primary Duties**

1. Organizes and administers all phases of the softball program.
2. Organizes recruitment of student softball athletes in accordance with the NJCAA rules and regulations. Develops and assigns geographical areas for recruitment and determines recipients of softball scholarships.
3. Prepares softball competition schedule and organizes travel arrangements for all out-of-town games and practices.
4. Coordinates all strategic aspects of the softball program. Organizes, prepares, and conducts individual and team practices, training, and conditioning.
5. Manages the purchase of all softball equipment, the care of equipment and facilities, the reconditioning of equipment, and field maintenance.
6. Serves as principle spokesperson for the softball program promoting the College through contact with local businesses, civic groups, boosters, alumni, high schools, and other colleges and universities.
7. Develop relationships with other softball programs in order to facilitate opportunities for our softball student-athletes.
8. Examine and research potential for recommendations for improving our softball program.
9. Develop a plan for administering our softball program within the budget provided for our softball program.
10. Ensures and stresses compliance with NJCAA rules and regulations, as well as conference rules and regulations, governing the softball program.
11. Provides leadership in carrying out the mission and policies of the College and maintain a close working relationship with the Athletic Director in understanding the intent of those policies.
12. Develop and maintain a congenial working relationship with the faculty in order to improve student learning by encouraging academics as a priority for softball student-athletes.
13. Participate actively in the College's Institutional Effectiveness Program and other committee work as may be assigned.
14. Communicate clearly and effectively using the College's network.
15. Teach assigned course load.
16. Performs other duties as assigned.

### **Minimum Qualifications**

1. Experience coaching softball at the college level.
2. Excellent organizational skills.
3. Knowledge of NJCAA rules and regulations.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to foster a cooperative work environment.
6. Bachelor's Degree from a regionally-accredited institution.

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.

### **Preferred Additional Qualifications**

1. Master's Degree
2. Teaching experience at the college level.
3. Active participation in relevant professional activities and organizations.

### **Posting and Application Details:**

Cisco College offers a generous benefit package, including comprehensive medical, dental, and vision insurance. Member-only medical coverage and \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions.

#### **Resume packages should be submitted to:**

Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
254-442-5121  
[humanresources@cisco.edu](mailto:humanresources@cisco.edu)

#### **Resume packages must include all of the following:**

Cover letter  
[Cisco College application](#)  
Resume or Curriculum Vita  
Unofficial College Transcripts

**Cisco College is an Equal Opportunity Employer**