

## **Vernon College Assistant Softball Coach/Residence Hall Assistant: Duties and Responsibilities:**

**The Assistant Softball Coach/Residence Hall Assistant** reports to the head Softball Coach, the Dean of Student Services/Athletic Director for appropriate functions. **This is a security-sensitive position and is subject to a criminal history record.(Texas Government Code 411.094 & Texas Education Code 51.215)**

### **Specific Duties Include:**

#### **Softball Functions:**

1. To assist the head Softball Coach in the development and organization of an intercollegiate softball program.
2. To assist the head Softball Coach in maintaining the College softball field.
3. To assist the head Softball Coach in gaining community and area support for the softball program.
4. To assist the head Softball Coach in the promotion of responsible character development and mature behavior among the students who are accepted into the program.
5. To assist the head Softball Coach and Director of student Relations in recruiting activities.
6. To transport team members to and from event in large vans or buses. This will require a valid Class C drivers license with passenger endorsement.
7. To function as a team member of the Department of Athletics and in the Division of Student Services professional staff in the development and implementation of processes necessary to accomplish the goals and philosophy of the division and the College.
8. To assume special responsibilities on assignment by the Head Softball Coach, The Dean of Student Services/Athletic Director, and/or the President.

#### **Dorm Functions**

1. To perform all functions necessary to the orderly function of the Student Residence Center which includes but is not limited to performing "check-ins" and "check-outs", report conduct infractions to the Dean of Student Services/Athletic Director, and make daily delivery of incoming mail to residents.
2. To ensure that resident students maintain an orderly environment and proper decorum, Its is the supervisor's responsibility to provide the example essential to an orderly environment.
3. To assist in activities and special event programming for campus and resident students.
4. To provide counsel and referrals as needed to resident students.
5. To safeguard the college's investment by carefully monitoring the physical condition of the unit. This will include inspection of each room.
6. Available to resident students and informs the Director of Housing of non-availability. Is "on-call" for a regularly scheduled day/night period each week.
7. To assume special responsibilities on assignment by the Director of Housing, the Dean of student Services/Athletic Director, and/or the President.

**Travel Required:** Yes

**Experience and Training:** Playing and coaching experience of 2-3 years minimum. Field maintenance experience within a collegiate setting.

**Education:** Associate's degree required. Bachelor's degree preferred.

**Knowledge, Skills and Abilities:** The ability and knowledge of proper training, technique and coaching philosophy. Strong character for teaching young women. CDL or ability to complete training.

**Minimum Educational Qualifications:** Associate's degree

**Maximum Educational Qualifications:** Master's degree

**Salary or Salary Range:** This is a full time 10 month position with full time benefits. The salary is based on 260 points on the Administrative salary scale. The salary range is between \$28,223 and \$30,405 based on an Associate's degree and experience. Applications will be accepted until this position is filled. This position is available immediately.

**This is a security-sensitive position and is subject to a criminal history record. Criminal history records will be used only for the purpose of evaluating applicants for employment in security-sensitive positions. (Texas Government Code 411.094 & Texas Education Code 51.215)**