



Coastal Bend COLLEGE

Position Title: Assistant Coach

Location	Beeville
Hours	40 hours/week
Job Classification	Exempt
Security Sensitive	Yes
Starting Salary	\$23,840/annual
Division	Student Services
Department	Athletics
Reports to	Head Coach and Athletic Director

II. Education Requirements

High School Diploma/GED. Higher education with a minimum of 30 hours or more. Bachelor's Degree preferred. Certifications required include: First-aid/CPR/AED. Must have a valid Texas Driver's License. A copy of the driver's license must be on file with the Coastal Bend College Business Office.

III. Qualifications:

Minimum of three years of active coaching at either the high school, club/select, or collegiate or professional level. Excellent interpersonal and communication skills. Experiences with NJCAA, NCAA, NAIA compliance regulations. Candidate will be expected work as a team member in Athletics, serve as a role model for students and maintain an appropriate professional relationship with students.



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IV. Essential Functions:

The Assistant Coach is responsible for providing leadership support to the Head Coach and Athletic Director in all aspects of a National Junior Collegiate Athletic Association (NJCAA) Division I program. *(will be adjusted prior to job offer/hire date)*

V. Primary Job Responsibilities:

- Recruit, retain and graduate successful student athletes for the Coastal Bend College and the basketball program.
- Direct individual player performance evaluation process.
- Assist in developing a competitive season schedule.
- Serves as lead role in the implementation of the college wide recruitment plan.
- Supervise student athletes during all organized team activities, travel and games.
- Maintain supplies, equipment and uniforms in good working condition.
- Providing student support services such as advising, tutor assistance and Program of Study development across all four campus sites.
- Develop and maintain a thorough knowledge and commitment to follow NJCAA and regional conference rules and regulations.
- Maintain a positive working relationship and attitude with faculty, staff, and students.
- Follow CBC policies and procedures.



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VI. Other Responsibilities as Assigned:

- Provide overall support to the Department of Athletics for a variety of activities including serving as member of the game day operations team, including home game concessions.
- Advise student-athletes to include financial literacy educational sessions and support services to the departments of Business Services, Student Life and Housing.
- Adhere to a structured advising schedule across all four campus sites for a minimum of five hours per week.
- Assist Head Coach in the operation of the Cougar Athletic Fund by ensuring fund raising and institutional policies are being properly followed and documented.
- Participate in a minimum of FIVE (5) Coastal Bend College Office of Admission Recruiting Events across all four campus sites per semester.
- Active participation in the SACSCOC Compliance Report and other college wide responsibilities.
- Ongoing participation in Quality Enhancement Plan (QEP).
- Other duties as assigned.

VII. Travel Requirements:

Travel for games, practices, recruitment, advising and outreach is required. Must transport team as a driver for games, practices and recruitment; conduct a thorough pre-trip/post-trip, always exercise the effective defensive driving skills of self-



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control, alertness, foresight, check passengers' seatbelts and good judgement while operating the inspection of the passenger vehicle. Must have and maintain excellent driving record, and provide a copy of a valid Texas Driver's License to the Business Office.

VIII. Environment:

Position involves both inside sedentary work and outside work on the field in coaching and training situations with student athletes; demonstration of appropriate baseball skills may involve strained muscles or orthopedic related injuries from running, throwing, pitching or hitting; major hazardous conditions can result from the operations of field maintenance equipment including, but not limited to, tractors, drags, and mowers; exposure to fertilizer, lawn chemicals, and weather conditions;

I have been presented with the job description for the position of:

Assistant Coach

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: _____ Date: _____