

## **Griggsville-Perry CUSD #4 JOB DESCRIPTION**

**Position Title:** High School Girls Softball Coach

**Department:** Athletic

**Reports to:** Athletic Director

### **SUMMARY**

This position is responsible for providing leadership, supervisory and teaching skills to promote athletic development.

### **DUTIES**

1. Arranges all schedules for the season including practices and games.
2. Assists the athletic director in maintaining and caring for athletic facilities and to aide in preparation of the facilities for contests when needed.
3. Conducts a pre-season meeting with all candidates outlining training rules and expectations regarding the athlete's attitude, conduct and appearance as an athlete and as a student.
4. Plans practices and game strategy.
5. Assists the Athletic Director in the purchase of equipment from responsible companies and following school purchasing procedure.
6. Responsible for the issuance, return, care and inventory of equipment
7. Keeps accurate records of student participation in athletic contests.
8. Rides the team bus to and from athletic events
9. Conducts practice and games with the highest level of sportsmanship and ethics. Profanity is not to be used by the coaching staff or athletes
10. Distributes and maintains of emergency forms
11. May be required to perform other duties as assigned by administration.

### **QUALIFICATIONS**

1. High School Diploma or equivalent required.
2. Ability to understand and follow basic oral and written instructions.
3. Enforce school regulations and policies in a professional manner.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.
6. Ability to maintain good working relationships with fellow employees and pupils.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

### **SCEDULING**

The work hours for this position vary by season and scheduling.