Job Description

SECTION 1: JOB DESCRIPTION

Job Title: Assistant Baseball Coach
Department: Athletics
Reports to (Title): Head Baseball Coach
Date completed: December 2019

JOB SUMMARY

In three to five sentences, please briefly describe the job’s primary purpose to the department.

Looking for a coach with knowledge and experience in pitching. Coach will work with staff to help develop and grow their skills level, assist in planning productive practices and evaluate performance. This position will also help the head coach in a variety of capacities.

ESSENTIAL JOB RESPONSIBILITIES

List the job’s most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

<table>
<thead>
<tr>
<th>#</th>
<th>Responsibility</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Coaching</td>
<td>55%</td>
</tr>
<tr>
<td>(2)</td>
<td>Recruiting</td>
<td>20%</td>
</tr>
<tr>
<td>(3)</td>
<td>Front Desk</td>
<td>15%</td>
</tr>
<tr>
<td>(4)</td>
<td>Other assigned duties</td>
<td>5%</td>
</tr>
</tbody>
</table>

GENERAL RESPONSIBILITIES

<table>
<thead>
<tr>
<th>#</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Maintain regular attendance in accordance with department policy.</td>
</tr>
<tr>
<td>(2)</td>
<td>Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.</td>
</tr>
<tr>
<td>(3)</td>
<td>Understand and comply with the policies of the College Staff Handbook.</td>
</tr>
<tr>
<td>(4)</td>
<td>Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.</td>
</tr>
<tr>
<td>(5)</td>
<td>Perform duties as a team member in a manner supportive of department and College procedures, policies</td>
</tr>
</tbody>
</table>
Responsibility

(#) Responsibility

(6) Protect confidentiality of College information.
(7) Provide leadership to others through example and sharing of knowledge/skill.
(8) Communicate with others in a courteous and helpful manner.
(9) Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

*Does this job have supervisory responsibilities?* □ Yes  ☒ No

If no, proceed to the next section (supervision received).

SUPERVISION RECEIVED

Select the level of supervision that this position receives from their supervisor.

☒ 2: General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

EDUCATION

Select the level of education needed to successfully accomplish the essential duties of this job.

☒ 5: Bachelor’s degree (B. A.) from four-year college or university

EXPERIENCE

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.

☒ 3: One year or more

COMPUTER OPERATIONS

Please check one of the following:

☒ 4: Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

TRAVEL

Please check one of the following:

☒ 4: Moderate overnight travel (up to 30%) by land and/or air.

ADDITIONAL INFORMATION OR QUALIFICATIONS

Include any other information that will aid in the preparation of an accurate description of this job.
SECTION 2: ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

<table>
<thead>
<tr>
<th>Amount of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

- Analyzing information or data
- Effective communication skills (written and verbal)
- Composing & comprehending communication materials (written and verbal)
- Establishing effective interpersonal relationships
- Adjusting to changes (work load, environment, department structure, etc.)
- Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.
- Making decisions of moderate to substantial consequence
- Performing mathematical calculations
- Editing reports or technical materials
- Planning and organizing (work load, schedules, events, etc.)
- Handle stressful, emotional and/or frustrating situations
- Working with numerous distractions
- Working under a time pressure and within timelines/deadlines
- Coordinating work with others
- Handling multiple assignments and priorities
- Completing work in an accurate manner
- Concentrating - maintaining attention to details and tasks
- Memory functions (remembering names, details and procedures)
- Other:
**PHYSICAL REQUIREMENTS**

*How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.*

<table>
<thead>
<tr>
<th>Physical Activity</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Walk</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Sit</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ability to walk up or down stairs</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Use hands to finger, handle, or feel</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Reach with hands and arms</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Climb or balance</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Stoop, kneel, crouch, or crawl</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Talk or hear</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Taste or smell</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
</tbody>
</table>

*Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.*

<table>
<thead>
<tr>
<th>Amount of Time</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 pounds</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Up to 25 pounds</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Up to 50 pounds</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Up to 100 pounds (with an assisted device)</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>More than 100 pounds (with an assisted device)</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

*Please check one of the following:*  
☑ 3: Moderate physical activity performing somewhat strenuous daily activities.

*Does this job have any vision requirements? Check all that apply.*

- ☐ No vision Requirements
- ☑ Close vision (clear vision at 20 inches or less)
- ☑ Distance vision (clear vision at 20 feet or more)
- ☑ Color vision (ability to identify and distinguish colors)
- ☑ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☑ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☑ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

**WORK ENVIRONMENT**

*How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.*
<table>
<thead>
<tr>
<th>Condition</th>
<th>None</th>
<th>Under 1/3</th>
<th>Under 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wet or humid conditions (non-weather)</td>
<td></td>
<td></td>
<td></td>
<td>☒</td>
</tr>
<tr>
<td>Extreme cold (non-weather)</td>
<td></td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extreme heat (non-weather)</td>
<td></td>
<td></td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Outdoor weather conditions</td>
<td></td>
<td></td>
<td></td>
<td>☒</td>
</tr>
<tr>
<td>Work near moving mechanical parts</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work in high, precarious places</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toxic or caustic chemicals</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work with explosives</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk of electrical shock</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vibration (i.e., operating jackhammer, impact wrench)</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk of radiation</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confined Spaces</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check one or more of the following locations where this job would work:

- ☒ 1: Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
- ☒ 2: Outdoors exposed to changing weather conditions (for instance, rain, sun, snow, wind, etc.)

How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☒ Moderate noise (examples: business office with computers and printers, light traffic)

**ADDITIONAL INFORMATION**

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.