

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Head Baseball Coach	FLSA status:	Exempt
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DEPARTMENT:	Athletics	REPORTS TO:	Director of Athletics
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Position summary: Under indirect supervision, this position is responsible for creating and maintaining a successful baseball program for the institution.. This position reports directly to the Director of Athletics, keeping him/her abreast of all planning, organizing, staff and development of Panola College's baseball program.

Position responsibilities:

- Formulate a successful philosophy to promote the educational welfare and sportsmanship of the student-athlete.
- Prepare a yearly budget for the baseball program including maintenance of baseball field.
- Purchase equipment and uniforms, and maintaining records of all purchases.
- Insure that all baseball players meet NJCAA eligibility requirements and prepare eligibility forms to be sent to the NJCAA, and conference member schools.
- Develop a fall and spring schedule.
- Make all travel arrangements for the team and recruiting.
- Develop and maintain a yearly, monthly, and daily maintenance schedule for all baseball facilities working in conjunction with the City of Carthage and Carthage ISD.
- Develop fundraisers to improve the baseball program.
- Conduct baseball camps to provide a community service to the youth in our area and any other interested youths.
- Provide baseball information and statistics to area and state media.
- Develop a recruitment plan and actively recruit student/athletes.
- Keep up to date statistics during the season and provide them to the state statistician.
- Develop and actively participate in a plan to enhance public relations for the baseball program.
- Provide academic advising to each player in the development of class schedule.
- Track the progress of each player in all classes.
- Attend the instructional clinics yearly to remain up to date in coaching.
- Establish and maintain an ethical and moral code of behavior and living that is expected of the players that are residing on campus.
- Develop practice schedules and teach the fundamental skills and drills of the game of baseball.
- Develop a weight training and fitness program.
- Teach the appropriate classes as assigned by the Dean of Instruction.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Master's degree with at least 3 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.