



POSITION DESCRIPTION

Baseball Program Coordinator

Position..... Baseball Program Coordinator
Department/Site..... Kinesiology and Athletics
FLSA Exempt
Evaluated by..... Dean of Kinesiology, Health and Athletics
Salary Range11

Summary

Under the general direction of the Dean of Kinesiology, Health and Athletics, the Baseball Program Coordinator is responsible for overseeing all non-academic aspects of the District’s baseball program. The individual in this position may receive a separate assignment as an adjunct faculty assigned to teach the varsity class associated with baseball.

Essential Duties and Responsibilities

- Coordinates the development and promotion of the baseball program.
- Recruits prospective student athletes for the baseball program.
- Works with current athletes in the baseball program to assist in the attainment of educational goals.
- Plans and initiates fund raising activities for the baseball program.
- Scouts new student athletes for the baseball program.
- Plans and initiates activities to market the baseball program.
- Plans and initiates activities to foster community relations.
- Conducts out of season conditioning for student athletes.
- Manages field care and maintenance.
- Plans and initiates administrative tasks including budget formulation.
- Assists the Dean of Kinesiology, Health and Athletics with the purchasing of equipment.
- Maintains positive working relationships with other departments on campus to foster a culture of equity, inclusion, and collegiality.
- Communicates District policy and administrative decisions to employees and students.
- Administers the collective bargaining agreement among the District and the classified union.
- Creates an atmosphere of inclusivity and collegiality and supports the goals of participatory governance.
- Hires, trains, supervises, and evaluates assigned personnel.
- Resolves conflict through active listening, communication, and use of conflict resolution strategies.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District’s mission and philosophy.

Knowledge, Skills and Abilities

- Requires specialized knowledge of the sport of baseball.
- Ability to instill a sense of confidence and sportsmanship in players and develop a good rapport;
- Knowledge of and ability to conform to all California Community College Athletic Association (3C2A) and Conference regulations
- Knowledge of and ability to adhere to 3C2A decorum policies.
- Ability to work effectively under extreme time constraints.
- Ability to work varying schedules and attend and travel to athletic events.
- Ability to perform all of the relevant duties of the position with only general direction.



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- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to foster and support an inclusive educational and work environment.
- Ability to communicate effectively, in English, with a diverse population.

Minimum Qualifications

- Possession of a bachelor's degree, and two years of professional experience directly related to baseball, or an associate degree (or the completion of sixty (60) semester college units) with six years of professional experience directly related to baseball.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.