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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**HEAD COACH/ FITNESS CENTER MANAGER**

**DEFINITION:**

Under general direction of the Director of Athletic Operations and Events, the Head Softball Coach/Fitness Center Manager is responsible to coordinate, recruit, plan, organize and coach a community college intercollegiate Softball program. As Manager, duties will include the supervising of staff, coordinating a variety of programs, overseeing schedules and program budgets, and recruiting students. This job includes weekends and evenings as required. May participate in shared governance, and will prepare monthly as well as annual reports for the Director of Athletic Operations and Events.

**CLASSIFICATION:**

* FLSA Exempt
* Classified – Manager
* Date Modified: April 2013

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

Head Softball Coach:

* Plan, coordinate and implement the intercollegiate athletic softball program
* Conduct/promote activities supporting academic excellence, student persistence/retention
* Monitor and/or address student conduct issues
* Implement an academic support system for athletes, including a study program, using existing College resources
* Recruit and coach students interested and/or prepared to participate in an intercollegiate Softball program and the academic requirements of college
* Coordinate recruitment activities including but not limited to: high school visitations, networking with coaches in both high school and college and assisting in the development of recruitment materials
* Assist in the marketing of the intercollegiate Softball program in local communities
* Provide input on selection and evaluation of assistant coaches/part-time instructors
* Initiate athletic eligibility procedures for athletes participating in the program
* Develop and implement an orientation program for athletes participating in the intercollegiate softball program
* Travel with team to off-campus games
* Develop/manage schedules and budgets
* Develop, supervise and implement fund-raising activities for intercollegiate athletics and the athletic department under the supervision of the Director of Athletics
* Abide by all relevant federal and state driving regulations while driving during the course of employment
* May supervise student employees

Fitness Center Manager:

* Oversees fitness staff, operations, and budget, and reasonably assists in the maintenance of facilities and equipment
* Provides fitness floor supervision
* Provides advice to individuals or groups on the correct method of exercising and weightlifting equipment, exercise bikes, jogging, treadmills and other training and exercising apparatus
* Meets with the Director of Athletic Operations and Events and advisory committees (HES advisory committee and Community relations advisory committee) regularly
* Consults with advisory committees regarding cleanliness of the facility, customer service, and other management issues/operational improvements as needed.
* Oversees membership, and develops schedules and budgets accordingly
* Supervises staff and develops fitness staff schedules
* Participates in the orientation program for athletes participating in the intercollegiate athletic program
* Provides input on selection and evaluation of part-time instructors
* Other related duties as assigned

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree.
* 1 year management experience and previous coaching experience.
* Possession of or ability to obtain a CPR and First Aid Certification within six months of hire.

Other Requirements:

* Must be available to work weekends and evening as required

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

* Master’s degree in Physical Education
* Community College experience preferred
* Experience in marketing fitness programs
* Post-secondary education coaching experience
* Demonstrated sensitivity to and understanding of the diverse academic and socio-economic, cultural, disability and ethnic backgrounds of community college students and staff

**PHYSICAL CHARACTERISTICS**: The physical abilities involved in the performance of essential duties are:

* Assisting with instruction often involves many hours in the fitness center, including moderate to heavy physical effort
* Frequent standing, sitting, demonstration of athletic techniques and skills, reaching, walking, lifting (overhead, waist level from floor), carrying, bending
* Frequent near vision use for reading
* Constant use of voice (somewhat above normal conversation level)
* Frequent hearing use (ordinary conversation level)
* Evaluative and cognitive thinking and decision making

This work is performed in classroom, office, and gymnasium, and includes night and weekend duties.