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**Girls Softball Job Descriptions**

### ****Andrean High School – Head Girls Softball Coach Job Description****

#### ****QUALIFICATIONS:****

1. Demonstrated ability to organize, manage, and oversee all aspects of a comprehensive softball program.
2. Prior successful coaching experience in softball, preferably as a head or varsity coach.
3. Strong knowledge of the technical and strategic aspects of the sport, with a commitment to continued learning and implementing best practices.
4. Serves as a positive role model for student-athletes through instruction, character, and leadership.
5. Actively participates in professional development opportunities (clinics, workshops, etc.) related to softball.
6. Maintains membership in the state-level coaching association for softball.

#### ****REPORTS TO:****

The Athletic Director, with oversight and evaluation in conjunction with Assistant AD and the high school principals and Admin.

#### ****JOB GOAL:****

To develop and lead a competitive and character-driven girls softball program by teaching fundamental skills, fostering team and individual growth, and promoting values such as discipline, confidence, and sportsmanship.

### ****GENERAL RESPONSIBILITIES:****

1. Positively represent Andrean High School and build strong community relationships. Maintain a focus on character, sportsmanship, and mental well-being, despite competitive pressures.
2. Acknowledge and manage the unique demands of the coaching role, including extended hours, athlete safety, and decision-making responsibilities.
3. Exercise sound judgment and common sense in areas not specifically addressed in this description.

### ****DUTIES AND RESPONSIBILITIES:****

1. Demonstrate comprehensive knowledge of softball and ensure all athletic policies of the Diocese of Gary are followed by staff and players.
2. Understand and interpret relevant school, conference, and state regulations.
3. Adhere to the proper chain of command and ensure timely communication with relevant personnel and stakeholders.
4. Supervise student-athletes from arrival to dismissal during practices, games, and events.
5. Organize and execute all practices, games, team events, and clinics.
6. Maintain open communication with the Activities Office to enhance the student-athlete experience.
7. Collaborate with other coaches to coordinate shared student-athletes and scheduling.
8. Track and manage all equipment and uniforms throughout the season.
9. Notify the Athletic Office of equipment/uniform needs or replacements.
10. Attend all preseason parent/athlete meetings hosted by the Athletic Department.
11. Assist with planning end-of-season events including banquets, awards, and recognitions.
12. Lead and support fundraising efforts in coordination with the Athletic Office.

### ****STAFF RESPONSIBILITIES:****

1. Establish the overall philosophy and strategy for the program and conduct meetings to ensure alignment among coaching staff.
2. Foster a culture of discipline, positivity, and team morale.
3. Carry out any additional responsibilities as assigned by the Athletic Director or Principal.

### ****ADMINISTRATIVE DUTIES:****

1. Ensure all preparations for practices and games are completed and facilities are used appropriately.
2. Oversee and submit required documentation for eligibility, physicals, and parental consent.
3. Maintain safety and care of equipment and facilities.
4. Advise the Athletic Director on needed policy or procedural changes for program improvement.

### ****RESPONSIBILITIES TO STUDENTS:****

1. Serve as a mentor, fostering traits such as respect, responsibility, and integrity.
2. Monitor academic progress and conduct of student-athletes.
3. Provide guidance and support for player safety, development, and well-being.
4. Distribute and uphold team rules and expectations.
5. Report all athletic injuries appropriately and promptly.
6. Supervise team managers and assistants as applicable.
7. Manage team discipline fairly and communicate with parents when necessary.
8. Assist athletes with college athletic opportunities when appropriate.

### ****FINANCE AND EQUIPMENT:****

1. Recommend equipment and uniform purchases, operating within budget constraints.
2. Ensure collection of all gear at season’s end and manage inventory.
3. Label and track equipment and restrict unauthorized access.
4. Oversee team areas and ensure cleanliness and proper facility use.
5. Secure facilities when custodial staff are not present.
6. Teach players respect and care for school property and equipment.

### ****PUBLIC RELATIONS:****

1. Organize and lead preseason meetings with parents, players, and staff.
2. Promote the softball program within and beyond the school community.
3. Provide effective communications through media and school channels.
4. Build strong relationships with media, parents, and booster organizations.

### ****APPLICATION INFORMATION:****

Interested applicants should submit a resume and cover letter to:

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