



## NOTICE OF VACANCY

### Head Softball Coach

**REPORTS TO:** Athletic Director

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC), we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Head Softball Coach will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Head Softball Coach will provide a variety of instructional techniques and media to meet the needs and improve the abilities of student-athletes in the sport assigned. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.

The Head Softball Coach, is responsible for the management and administration of the women's softball program and team. Areas of responsibility include but is not limited to academics, community involvement, on-court instruction, recruiting, and student athlete relations.

More specifically, the Head Softball Coach is responsible for the following:

### DUTIES AND RESPONSIBILITIES

#### *Coaching:*

- Assist other coaches with the implementation of the other intercollegiate athletic programs.
- Comply with all NJCAA and MACCC rules, procedures, and eligibility standards and follow the guidelines established in the NJCAA Handbook.
- Coordinate all physical arrangements for all home events.
- Demonstrate commitment to equity and inclusion efforts that include culturally responsible coaching and success of a diverse student-athlete.
- Hire, train, supervise and mentor assistant coaches.
- Maintain and improve softball facilities. Including but not limited to mowing, racking, edging, infield dirt work, etc. Includes repetitive lifting of 50 lbs.
- Make the necessary arrangements for traveling to scheduled intercollegiate events.
- Monitor academic progress of student-athletes including having study tables, and study hall.
- Operate the sport program with integrity and within the scope and intent of NJCAA, MACCC, Region 23, MDCC Athletic Department and college regulations.
- Plan, organize, and direct all camps and fundraising efforts.
- Provide data, research, and team informational requests to the Athletic Director as needed.
- Recruit and recommend the acceptance of prospective athletics.
- Schedule, in conjunction with the Athletic Director, all intercollegiate events for the softball season.
- Serve as head coach for the women's intercollegiate softball program.
- Supervise practice sessions according to scheduled times.
- Teaching and development of softball skills to student-athletes.
- Work in conjunction with the Athletic Director and Athletic Trainer when a player is injured. Complete the necessary forms and turn in immediately to the Athletic Director

### ***Other Responsibilities:***

- Act as initial liaison with student/athletes under your direction for issues such as campus visitation, inquires, parental questions, student/athlete questions and our program set-up with the Athletic Director.
- Assist in coordinating facility usage with area schools.
- Foster positive relationships with faculty, staff, students, media, alumni and corporate partners while interacting successfully with department personnel and the college community.
- Participate in fundraising projects.
- Promote community interest in the athletic program by being actively involved in community activities that display or demonstrate interest in the College's programs.
- Provide program discipline as needed to ensure the program is functioning within the scope and goals of our athletic program regarding academic and conduct matters whether in the classroom, during participation, or in the community.
- Provide proper guidance regarding class attendance and conduct with student/athletes under your direction. This includes informing the Athletic Director of any major violations by your current student/athletes.
- Perform other duties as assigned by the Athletic Director.

### **MANDATORY QUALIFICATIONS**

- Applicant must hold a minimum of a Bachelor's degree from a regionally accredited institution with a minimum of eighteen graduate hours in an academic subject area.
- Applicant must have previous coaching experience.

### **DESIRABLE QUALIFICATIONS**

- Master's degree from a regionally accredited institution.
- Former collegiate athlete
- Educational philosophy in alignment with that of a small rural, comprehensive community college and enthusiasm for this type of environment and the aspirations of its people.
- Previous recruiting experience
- Successful coaching experience at the collegiate level.

### **KNOWLEDGE AND SKILLS**

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

## TERMS OF EMPLOYMENT

This is a Full-time, 12-month, Exempt, and Non-Teaching Professional (NP) position.

## SALARY

The salary will commensurate with education and experience.

## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## DEADLINE

**Internal/External – April 22, 2026 at 5:00 p.m.**