



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE:..... Part Time Assistant Baseball Coach _____
DEPARTMENT: Athletics _____
PERSONNEL GROUP: Classified _____
POSITION GRADE: _____
POSITION STEP: _____
EMPLOYEE NAME: _____
POSITION REPORTS TO: Eric Gonzalez, Head Baseball Coach _____
REVISION APPROVED BY:..... Troy Van Brunt, Athletic Director _____
(Minimum approval level: Departmental Supervisor and Above)
REVISION/APPROVAL DATE: September 19, 2007 _____

EDUCATIONAL REQUIREMENTS:
High School Degree or GED.

BASIC FUNCTION AND RESPONSIBILITY:

Supervises college work- study students, assists with upkeep and maintenance to the baseball field, effective implementation of the baseball program and performing all duties assigned by the Athletic Director/Head Baseball Coach.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Assist Head Coach in travel and driving vans to athletic events.
2. Assist in the recruitment program.
3. Operates equipment as needed.
4. To assist Head Coach in monitoring and supervising tutoring for student athletes.
5. To assist Head Coach in supervision of student-athletes in campus housing.
6. To ensure the effective maintenance of all athletic equipment.
7. Performs other duties that are assigned by the Athletic Director and Head Baseball Coach responsible for the baseball program.

EXPERIENCE:

Prefer one year of experience in coaching High School, College or Professional baseball experience.

SPECIAL CONDITIONS:

Other duties may be assigned by the Athletic Director. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.