



## **Assistant Softball Coach**

Franklin College (Indiana) invites applications for the position of Intern Assistant Softball Coach. Franklin is an NCAA Division III institution and a member of the Heartland Collegiate Athletic Conference. The Intern Assistant Softball Coach is a part-time, 10-month staff position reporting to the Assistant Director of Athletics/Head Softball Coach. The Assistant Coach will be responsible for assisting with the leadership and management of the Softball program, including assisting with recruiting, practice organization, fund-raising/public relations, and assisting with budget management. Nights and weekends as well as significant travel are required of this position. Candidates will be subject to a background check and must maintain a driver's license in good standing.

### **Essential Functions:**

The successful candidate will be responsible for all matters related to the team including, but not limited to:

- The safety and security of athletes;
- Practice implementation and instruction;
- Assist with monitoring academic success and compliance;
- Recruitment of athletes including electronic correspondence, mailing, phone calls, in person evaluation at tournaments, and on campus visits;
- Compliance with all NCAA, Franklin College, and HCAC policies;
- Assist with Franklin College Softball Camps registration and instruction;
- Assist with fundraising campaigns;
- Attendance at practice, competition, and other team-related functions;
- Development and pursuit of player, team, and professional goals;
- Ordering of team pre and post game meals;
- Assistance with travel organization and itineraries;
- Assistance with gear ordering and inventory;
- Maintenance of team social media accounts;
- Other necessary duties as required by the head coach.

### **QUALIFICATIONS:**

- A Bachelor's degree from an accredited college or university required;
- College-level experience is preferred, but not required;
- Minimum of 2 years previous coaching experience is preferred at the college, high school, and/or club level;
- Positive attitude and demonstrated initiative;



- Promotion of a balanced lifestyle as a student-athlete;
- Strong organization skills;
- Effective written and oral communication skills;

### **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled. Qualified candidates will submit electronically (MS Word or PDF) a cover letter and resume via the following link – [Franklin College Staff Application](#) or visit Employment Opportunities at [www.FranklinCollege.edu](http://www.FranklinCollege.edu).

Contact Human Resources with additional questions.

Franklin College  
101 Branigin Blvd.  
Franklin, IN 46131  
[humanresources@franklincollege.edu](mailto:humanresources@franklincollege.edu)

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