JOB DESCRIPTION

POSITION TITLE: Head Baseball Coach

JOB CLASS: Staff

SUPERVISOR: Director of Athletics

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: No

DEPARTMENT: Athletics

POSITION OVERVIEW:

Reports to the Director of Athletics, and is responsible for all phases of the baseball program in accordance with NCAA Division I rules and philosophies.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

Bachelor’s degree required, Master’s Degree preferred and at least five years of related experience at the college level with demonstrated ability to organize and develop a comprehensive recruiting plan; computer skills a must; knowledge of NCAA rules and regulations; proven ability to establish and maintain effective working relationships with students, admissions and financial aid officers, fellow employees, program boosters, and the public. As this position requires operation of University vehicles and traveling for recruiting purposes, the possession and maintenance of a valid Florida driver's license and acceptable driving record is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The Head Men’s Baseball Coach reports to the Director of Athletics and is responsible for planning and administering all aspects of the baseball program, including:

- Identify, Evaluate and Recruit prospective student-athletes
- Organize, prepare and supervise all practices and competitions
- Assist in all areas relating to the operation of the baseball program, including day-to-day administrative and operational responsibilities
- Oversee the preparation and adhere to operating budgets
- Hire, supervise, evaluate and assign responsibilities of assistant coaches
- Develop game schedule, game contract terms for approval by the Director of Athletics
- Arrange transportation, meals and lodging for away games
- Contract game officials and submit payment requisitions
- Plan and manage the fund-raising efforts as approved and deemed necessary by the Director of Athletics.
- Serve as primary liaison to the City of Deland Parks & Recreation Department in regards to maintenance and scheduling of Melching Field
- Support the educational goals and ideals of the University, and encourage academic progress of all baseball student-athletes toward graduation, working in conjunction with the University’s faculty, staff and administration.
- Participate in the continued development and implementation of the Summer Camp Program
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- Fulfilling other duties and responsibilities as assigned by the Director of Athletics or President
- Comply with all NCAA, A-SUN, Stetson University, and Athletic Department rules, regulations and policies.

APPLICATION PROCEDURE: Please submit a letter of application, which addresses the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.