



NOTICE OF VACANCY

Assistant Softball Coach

REPORTS TO: Head Softball Coach

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 Assistant 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.

Assists with the recruitment of qualified student-athletes, practice planning and organization, in-game coaching and game management. The assistant Softball coach will assist and report to the head Softball coach directly.

More specifically, the Assistant Softball Coach is responsible for the following: Assists with the recruitment of qualified student-athletes, practice planning and organization, in-game coaching and game management. Counsels student-athletes and promotes their academic, civic, and spiritual progress assisting with promotion of attendance, awareness, community service, stewardship and fundraising activities related to the Softball Program, the athletic department, and Mississippi Delta Community College as a whole. Assistant Softball coach will ensure the program's compliance with NJCAA, MACCC, and MDCC rules and regulations

DUTIES AND RESPONSIBILITIES

- Participate in planning, organizing and execution of preseason and season practice.
- Assist in monitoring of strength and conditioning programs
- Provide input as to the evaluation of athlete's performance and progress.
- Evaluate opponent's performance and scouting.
- Participate in the recruitment of prospective student athletes
- Participate in planning events such as camps, showcases, and games
- Participate in organization of fundraising
- Field and facility management
- Management of surrounding area of facility
- Management and supervision of field equipment and maintenance.
- Perform other duties as assigned by the Head Softball Coach/ 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

- Former collegiate athlete
- 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 or via postal mail to:

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

DEADLINE

Internal/External – June 19, 2026 at 5:00 p.m.