

WESTMONT WARRIORS



Head Baseball Coach (Full-Time)

Athletics

Position Summary: The Head Baseball Coach is responsible for all aspects of Westmont's baseball program. In addition to on field coaching activities, this job includes administrative, recruiting and fundraising activities.

Requirements: Bachelor's degree required, Master's degree preferred. Prior head coaching experience (any level), or assistant coaching experience at the collegiate level is required. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations required.

Responsibilities:

- Is directly responsible to the Athletic Director
- Organizes and conducts practice sessions. Ensures proper strength and conditioning program is implemented. Provides written off season plan to players.
- Prepares budget in coordination with the A.D.'s office.
- Orders equipment and supplies for Baseball program by following proper procedures set within the department.
- Submits travel requests to Athletics' secretary or Physical Plant for vehicles. Coach should plan departure time for a safe and timely arrival.
- Prepares schedule and submits to Athletic Director's office or scheduling committee for approval, with special attention to ensuring that student-athletes miss a minimal amount of class time.
- Furnishes list of athletes, social security numbers, and years of competition to Athletic Compliance Coordinator for eligibility forms: obtain signatures of all team members for the NAIA Certificate of Clearance.
- Is in charge of recruiting student-athletes for Baseball.
- Recommends amount of athletic scholarship for all Baseball players. Keep accounting records of all financial aid given to comply with Conference limitations and reporting requirements.
- Provides accurate roster to the Administrative Secretary, Athletic Compliance Coordinator and Sports Information Director at the beginning of each season.
- Utilizes ARMS for maintaining database of recruits, alumni, financial supporters, current team members and other key people.
- Informs all team members of specific eligibility regulations and counsels team members with regard to their responsibility to maintain eligibility.
- Submits check requests for the following items:
 - Food and lodging
 - Entry Fees
 - Recruiting expenses
 - Officials
- Keep Athletic Trainer informed of practice time and specific needs regarding uniforms and laundry items.
- Keeps an accurate inventory of supplies and equipment. An inventory should be completed at the end of season and be made available upon request by A.D.

- With the assistance of the SID's office, administers home events including officials, score keepers, statistics, equipment, field preparation, etc.
- Submits expense reports according to policy for all cash expenditures with receipts.
- Keeps accurate records of Baseball game and report to SID's office.
- Accepts responsibility to know current NAIA and GSAC rules, policies, and deadlines governing Baseball.
- Ensures all Baseball athletes have passed a medical examination (coordinated by the ATC) and have completed all medical/insurance forms.
- Works with ATC and team doctor following an injury to receive clearance prior to resuming activity.
- Is responsible for the conduct, public image and adherence of behavioral expectation of student athletes and the team. If a violation occurs, the coach must inform the AD's office of the violation(s) and disciplinary action taken.
- Ensures that all athletes have signed the Code of Conduct Document each year.
- Attends GSAC coaches meetings.
- Submits paperwork for all conference, all Americans, academic all Americans and special awards candidates.
- Accepts responsibility to work on fundraising in connection with the Athletics Development Director.
- Accepts responsibility to promote the college and the Baseball program in the community and with alumni.
- Works with Admissions office to ensure that applicants interested in Baseball are treated professionally and responded to in a timely manner.
- Provides spiritual leadership to team(s) which is consistent with the Westmont's Christian tradition. The coach plays a significant role in the spiritual development of the student athlete.
- The expectation is that Westmont's athletic teams represent the quality of the institution. The most objective measure of success is Wins and losses. Coaches should lead their program with a strong priority of being successful on the court, but without compromising the College's integrity and overall mission.
- Expectations for workplace demeanor include working collaboratively and harmoniously, sharing ideas and resources constructively; bringing a vision for a life-giving work environment; respectfully considering others' ideas and perspectives; readily admitting and correcting personal mistakes; meeting commitments; communicating work progress to supervisors and others affected; addressing problems by seeking practical and lasting solutions acceptable to all parties; seeking reconciliation promptly during conflict; respecting the Westmont community's diversity in words and deeds.
- Other duties as assigned.

Reports to: Director of Athletics