

**DAWSON COMMUNITY COLLEGE  
POSITION DESCRIPTION**

**TITLE:** Head Coach – Softball

**DATE:** May 29, 2026

**SUPERVISION RECEIVED:** Dean of Finance

**POSITION NUMBER:** \_\_\_\_\_

**DEPARTMENT:** Athletics

**FLSA STATUS:** Non-Exempt, Part-Time (.55), 10 months

**SUPERVISION EXERCISED:** Student

Employees; Work Study Students; Assistant Coaches

**SALARY RANGE:** \$21,214 – 43,311

**\*\* WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE \*\***

**SUMMARY OF WORK:** The Head Coach for Women’s Softball is responsible for all aspects of their assigned sport including but not limited to building a positive culture, budget management, recruiting, eligibility, compliance, NJCAA documentation, promotion, public relations, scheduling, travel, awarding of scholarships, roster management, managing assistant coaches, organization of practices and all home games, camps, fundraising, academic monitoring, coaching, player development, and other duties assigned by the Athletic Director. The college expects head coaches to promote and develop leadership, citizenship, academic excellence, athletic competitiveness, and community engagement.

**EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:**

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

**JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY:**

- Maintain a high degree of professionalism and confidentiality as this position represents Dawson Community College in a variety of venues. Must adhere to all Federal and state laws and institutional policies regarding confidentiality of student records (FERPA).
- Perform all coaching duties (e.g., recruitment, practice regimen, planning, student-athlete development, competition strategy, etc.) necessary to create and maintain a competitive intercollegiate athletic team.
- Effectively motivate, teach, develop, and supervise students from diverse backgrounds and with various levels of maturity by developing and maintaining professional and appropriate relationships with student athletes and students involved with the team to create a positive culture within the program.
- Participate in the college’s yearly budgeting process and manage the funds allocated to the assigned team, including tuition waivers and scholarships as well as fund-raised money.
- Recruit and supervise assistant coaches and volunteers
- Oversee college and rented facilities and help ensure they are well maintained and safe for practice and competition.
- Manage college equipment effectively and keep accurate inventory records.
- Appropriately represent the college during competition, team travel, recruitment, and when interacting with the press and the public.
- Assist with advisement and registration of student-athletes as well as academic monitoring of student athletes to help them stay on track with their education and move towards graduation.
- Attend department and college meetings, commencements, visit days, orientations, and other events.
- Contribute to the overall operation of the Intercollegiate Athletics department by working collaboratively with fellow coaches and college administrators.
- Promote the program through high-quality social media engagement and consistent press releases for game recaps, promoting upcoming games, signings, awards, and other newsworthy information.

- Coordinate local and national media for the sport by working closely with the college's Marketing department to ensure a consistent unified message.
- Contribute content to ensure the Intercollegiate Athletic Department website is current and informative.
- Work with the Sports Information Director to upload statistics to the Dawson Bucs website for home games and to coordinate statistics and proper reporting for away games.
- Coordinate and/or take photographs for department and college use.
- Nominate players and teams for sport conferences, regional awards, polls, honors, and special recognition.
- Participate in the enhancement of the game-day atmosphere through music, event marketing, special appearances, and promotions.
- Assist with live stream production and make available to athletes for four-year coaches to promote their recruitment.
- Use various methods to promote your athletes to four-year schools and help them get opportunities to continue their athletic and educational pursuits in college after Dawson.
- Maintain a list of individual and team performance records.
- Schedule and maintain office hours as required.
- Conduct oneself with the highest integrity in all dealings and represent the college in a positive manner.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Perform other duties as assigned within the Athletic Department.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.**

#### **REASONABLE ACCOMMODATIONS STATEMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**This institution is an equal opportunity provider.**

#### **REQUIRED QUALIFICATIONS:**

- Earned Bachelor's degree and 3 years of coaching/recruitment experience or equivalent combination of education and experience.
- Excellent team leadership and management skills, including the ability to motivate, build consensus, evaluate performance, and facilitate training and professional development.
- Maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Demonstrated high-quality oral and written communication skills.
- Ability to travel and work evenings and weekends, as necessary.
- Must have a valid Montana driver's license.

#### **PREFERRED QUALIFICATIONS:**

- Master's degree
- Two years recruiting and public relations experience
- Experience in a higher education setting, counseling, or sales environment

#### **COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application
- Current resume
- Cover Letter

- Copies of all college transcripts
- Three professional references (names, addresses, and phone numbers).

**INQUIRIES MAY BE DIRECTED TO:**

**Human Resources Department [hr@dawson.edu](mailto:hr@dawson.edu)  
406-377-9430**

**Qualified protected class individuals are encouraged to apply.** Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work as well as information to conduct a background check.

**Nondiscrimination Policy:**

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.

**Telephone:** (406) 377-9412. **Email:** [dnyberg@dawson.edu](mailto:dnyberg@dawson.edu). **Mailing Address** Daisy, Title IX Coordinator, 300 College Drive, Glendive, MT 59330