

HEAD COACH, WOMEN'S FASTPITCH SOFTBALL**Reports to: Athletic Director****Position Summary:**

As the head coach, teach fastpitch softball techniques and skills at a level appropriate for collegiate competition, develop and organize a comprehensive practice schedule, recruit student-athletes in accordance with college policies and Northwest Athletic Conference (NWAC) regulations, assist with advising and registration of student athletes, make arrangements for team travel including driving, submitting advance travel requests and securing lodging, assist in the purchase of appropriate supplies and equipment, represent the college at conference meetings, implement NWAC policies as defined in the official NWAC codebook, fundraise to supplement the budget, support and partner with the athletic department and its activities, and develop a strategic plan for soccer to be highly competitive, promote academics and involvement in the community.

Essential Functions:

Understand and follow all rules and regulations governing NWAC athletic programs in addition to the NWAC rules governing fastpitch softball, especially in matters pertaining to recruitment and eligibility of student athletes. Including but not limited to:

RECRUITING:

- Understand and abide by all recruiting guidelines and allowable recruiting geographical areas.
- Know the allowable expense limits for recruits.
- Ensure that all recruits are made aware of all the expenses involved in attending WVC, including the costs to live in the local community.
- NWAC encourages coaches to utilize ethical standards and emphasize the positive aspects of WVC when recruiting.

LETTERS OF INTENT:

- Determine which athletes will receive letters of intent and the amount each is to receive according to department policy and recommend these athletes to the athletic director.
- Provide athletic office with names, addresses, high school attended, transfer information, and any other information needed.
- Stay within the guidelines for number and dollar amount for scholarships and maximum job dollars allowable.
- Demonstrate knowledge regarding the areas of other financial aid and the appropriate use of internal and external athletic funding.

ELIGIBILITY:

- Understand and continue to update knowledge on all eligibility rules and regulations, especially any new rules adopted at the annual NWAC commissioners' meeting.
- Inform student athletes of eligibility rules and regulations.
- Know the correct procedures for petitioning athletes' eligibility per the NWAC codebook.
- Make sure the athletic office has all the information needed from each athlete for the eligibility forms.
- Eligibility must be approved prior to the first contest. Verify that all information on the eligibility sheet is accurate.

- Work with the appropriate institutional personnel to track the academic progress of student athletes.

SCHEDULES AND TRAVEL:

- Be familiar with all rules and regulations governing fastpitch softball in addition to the NWAC sports specific rules governing the sport. These include areas such as: playing season dates, travel squad size, pre-game regulations, protests, home team responsibilities, scrimmage rules and conference tournament schedule and rules.
- Work with the athletic department on scheduling all athletic events, abiding by the league schedules set up by the region commissioners. All scheduling decisions are not final until approved by athletic department.
- Be aware of all travel arrangements. Transport teams to events and ensure adequate supervision and assume responsibility for the conduct of the players while on all road trips. Make sure an institutional representative accompanies the team at all times.
- Meet all scheduled obligations and work through athletic administration for any schedule or time changes.
- Assume responsibility for reporting team scores to the NWAC office after a home contest or an away contest in which the opponent is not an NWAC member college. Always report scores to local news media.

PREPARING ATHLETES FOR COMPETITION:

- Help ensure that athletes have completed physical exams, filled out health records, NWAC questionnaires, assumption of risk forms, tracer reports for transfers, disclaimers, and any other forms necessary prior to the first practice
- Be alert to and protect athletes from unsafe conditions related to facilities and equipment.
- Be aware of the general rules and regulations concerning practices, what constitutes a practice, starting and ending dates, and supervision.
- Be responsible for teaching physical conditioning relative to fastpitch softball.
- Be responsible for teaching and coaching the fundamentals for fastpitch softball.

MISCELLANEOUS DUTIES:

- In fund raising ventures, work with athletic department and the WVC Foundation (as needed) making sure all such ventures fall within the NWAC regulation, WVC and department policies.
- Be willing to serve on sports committees when appointed.
- Understand penalties for all flagrant acts committed by athletes and make sure athletes are aware of such penalties.
- Be an accommodating and respectful host to visiting teams, fans, visiting coaches and officials.
- Know and enforce WVC and the NWAC's tobacco and drug use policy.
- Help develop and be familiar with WVC's athletic injury disaster plan and medical policies.
- Assist the athletic department in meeting required NWAC dates for rosters, schedules, pictures, etc.
- Fulfill all the minimum requirements for community college coaching certification and work toward further professional development.
- Develop a team code of that at minimum meets or exceeds that which is set forth by the athletic department and take responsibility for its enforcement.
- Help prepare, recommend and work within fastpitch softball budget.
- Accept responsibility and exceptional stewardship for equipment and uniforms.

This is not intended to be an exclusive list of all duties and responsibilities. Related duties and responsibilities may be assigned.

Qualifications:

Minimum Qualifications:

- AA degree from an accredited institution AND three years of coaching experience.
- Excellent planning, organizational and communication skills
- Knowledge of NWAC codes and regulations or willingness to become knowledgeable.
- Valid unrestricted Washington state driver's license.
- Demonstrated competency and experience working in a diverse environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, gender and racial/ethnic backgrounds and those with physical, emotional and or learning disabilities.
- Current CPR and First Aid Certification, or ability to have within three months of hire
- Available to work nights and weekends, split shift and overnight travel.
- Ability to lift 30 lbs.

Preferred Qualifications:

- Bachelor's degree in education, physical fitness, health, sports management or related field from a regionally accredited college or university; or experience equal to, and;
- Bilingual written and oral in Spanish/English. Comfortable translating and engaging the community in both languages.
- Experience working/coaching in an institution of higher education.
- Thinks critically about how to serve minoritized and under-served students and implements strategies to do so.
- Understand best practices for providing services at a Hispanic-Serving Institution (HSI).
- Strong demonstrated ability to research and teach, with a focus on the holistic development of student-athletes.
- Demonstrated success recruiting athletes and retaining student-athletes through degree or transfer completion.

Additional Information

Terms of Employment:

This is a part-time position that works with the athletic director, NWAC athletic commissioners and campus departments to ensure compliance with all NWAC rules and regulations in areas including but not limited to: fundraising, recruiting, eligibility, schedules, travel, and preparing student athletes for competition.

Part-time, non-benefit-eligible position with an annual coaching stipend of \$10,000 (833.33 per full month worked). The annual salary may be prorated to reflect the actual number of months worked. Flexibility in scheduling is required to meet the needs of the department.

Work Schedule & Environment:

- Normal work hours will be based around practice/workout/game schedules and academic schedules of the student-athletes.
- Work is performed in an office setting and then in Smith Gym for practice/workout sessions and weight training. Frequent travel for events, recruiting, along with nights and weekends will be required.
- Regular and consistent attendance required.

Conditions of Employment:

- An offer of employment will not carry with it any responsibility or obligation on the part of the College to sponsor an H-1B visa. Wenatchee Valley College only employs U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show proof of identity, and eligibility verification as required by the U.S. Citizenship and Immigration Services.
- All offers of employment are subject to background checks. Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.
- Finalists are required to complete the sexual misconduct disclosure form as required under RCW 288.112.080.
- A valid Washington state driver's license is required.

Application and Selection Procedure:**Complete application packages must include the following:**

- A cover letter that clearly indicates how you meet the minimum and desirable qualifications. The letter should thoroughly detail how your education, training and experience demonstrate your ability to perform the specific responsibilities.
- A current resume
- At least two references, including phone and email, and explain their relationship to you.

*It is your responsibility to submit all required application materials before the deadline. **Please do not send portfolios or other unsolicited materials.** They will not be shared with the screening committee and cannot be returned to you. Only the finalist will be asked to send additional materials. **We do not accept faxed application materials.***

Submit application materials to

**Wenatchee Valley College
Attn: Human Resources
1300 Fifth Street
Wenatchee, WA 98801
(509) 682-6440
Email: jobs@wvc.edu
Website: www.wvc.edu/jobs**

SELECTION PROCEDURE:

Open until filled. First review of applications will begin on August 18, 2025. Wenatchee Valley College reserves the right to offer this position to a qualified candidate at any time, so your prompt response is encouraged. **Please contact athletic director Brian Kortz at (509) 682-6726 or bkortz@wvc.edu with further questions.**

Reasonable Accommodation:

Applicants with disabilities who require assistance with the application and employment process will be accommodated to the extent reasonably possible. Requests should be made to the human resources office by calling 509-682-6440. Persons who are deaf or hard of hearing may dial 711 to place a call through Washington Relay, the state's free telecommunication access service.

Equal Opportunity Employer:

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

Equity Statement:

Research suggests that women, gender diverse, BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: Dial 711, sas@wvc.edu.

This recruitment announcement may not reflect the entire job description and can be changed or modified at any time.