



POSITION ANNOUNCEMENT

JOB TITLE:	HEAD COACH, WOMEN'S SOFTBALL
TYPE OF VACANCY:	CONTRACTUAL
REPORTS TO:	DIRECTOR, ATHLETICS
DEPARTMENT:	UNIVERSITY ATHLETICS
<p>SUMMARY: The Head Women's Softball Coach is responsible for program building including planning, coaching, recruiting, managing and directing the program. The Head Coach is under the general supervision of the Athletic Director and performance is assessed based on completion of assignments and results obtained. The University of The Bahamas expects to be competitive locally and internationally in its sports offerings.</p> <p>As a highly visible representative of the University, the Head Coach is expected to exemplify the institution's values and uphold its reputation locally and internationally. The role requires professionalism, integrity and a commitment to the academic and athletic development of student-athletes.</p>	
<p>DUTIES AND RESPONSIBILITIES: The position of Head Coach, Women's Softball is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none">• Be responsible for game execution, management and team operation;• Assist with game day management;• Develop and implement a comprehensive recruiting and retention program;• Organize and teach individual skill instruction for players;• Create an appropriate academic culture for team members and provide adequate academic monitoring, support and counseling for student-athletes;• Promote the women's softball program both on and off campus;• Plan and execute practice sessions that challenge student-athletes and develop their skills and team play;• Coordinate all team travel and recruiting trips with the Assistant Athletic Director;• Ensure compliance within internal and external rules and regulations, fundraising and supervision of assistant coaches;• Work with Sports Information Unit regarding team pictures, publicity, and statistics for reporting to the media;• Work with Athletic Training Unit and Sports Medicine representative as needed;• Articulate the university's commitment and dedication to effective student placement as well as the development of policy and support procedures for placement testing;• Monitor and evaluate placement activities on a regular basis in order to ensure the integrity and effectiveness of advising recommendations;• Enhance professional growth by attending clinics, workshops, seminars, etc.	



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- Be responsible for all University purchased equipment and supplies associated with program operation and the inventory of same;
- Conduct programs in an ethically responsible manner so as to ensure the safety of the student athlete;
- Adhere to all University and intercollegiate rules, regulations and bylaws;
- Report any known violations to the Compliance Officer or Athletics Director and be responsible for the education and monitoring of assistant coaches, student athletes and any subordinate as it relates to internal and external regulations.

REQUIREMENTS:

- Must attend campus-based workshops as required.
- Have an enthusiastic and positive attitude.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to recruit, coach and teach talented student-athletes.
- Ability to adhere to all policies, rules and regulations of the university and other future regulations internally and externally.
- Ability to market and promote UB's women's softball.
- Ability to handle multiple tasks in a fast-paced environment as needed.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance within area of responsibility and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous and professional manner.
- Ability to respond to emergency situations in a timely manner
- Ability to use a personal computer, software and office equipment
- Ability to supervise assistant coaches, team managers, works-study students and volunteers;
- Must possess Excellent written, oral and interpersonal communication skills.



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QUALIFICATIONS:

- Bachelor's degree from an accredited College/University. Master's degree is preferred.
- Two years as an Assistant or Head Coach in high school, Junior College, college or a national team. Collegiate coaching experience preferred.
- Coaching Certification Level One or higher.
- Current certification in CPR/AED, First Aid.

Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- Copies of all Academic Qualifications with transcripts (original transcripts will be required upon employment), Certificates;
- At least three (3) written professional references;
- Completed UB Application for Employment Form found at this link [UB Staff Application Form](https://ubhrapply.info/PeopleFirst).

<https://ubhrapply.info/PeopleFirst>

Incomplete application packages will not be considered

Salary Grade	CONTRACTUAL
Date Published	August 20, 2025
Application End Date	September 2, 2025 or until filled .
Date to be Removed	September 3, 2025

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Head Coach, Women's Softball.