



Job Vacancy Announcement

Head Softball Coach

POSITION TITLE: Head Softball Coach

JVA#: 2026-39

DEPARTMENT: Athletics

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position.

POSITION SUMMARY: The Head Women's Softball Coach reports directly to the Director of Athletics and is responsible for the overall planning, administration, and supervision of all aspects of the NCAA Division II Women's Softball program.

The Head Coach provides strategic leadership to develop student-athletes both athletically and academically, ensuring the implementation of a competitive and high-quality softball program. This position is responsible for recruiting and retaining qualified student-athletes, mentoring them to support their academic progress and successful graduation, and fostering their personal growth and development.

The Head Coach is accountable for program oversight, including student-athlete development, fiscal management and budget integrity, fundraising efforts, and compliance with NCAA, conference, and institutional regulations. Additionally, the Head Coach is expected to positively contribute to the goals and objectives of the Women's Softball program, the Athletic Department, and the University as a whole.

CORE RESPONSIBILITIES:

- Develop and implement a comprehensive recruitment and retention strategy to attract qualified student-athletes who align with the University's academic and athletic standards. This includes evaluating prospects, coordinating campus visits, maintaining consistent communication with recruits and families, and ensuring compliance with NCAA and institutional recruiting regulations. Once enrolled, mentor student-athletes to promote academic success, timely progress toward degree completion, and graduation. Monitor academic performance through regular communication with faculty, academic advisors, and support services. Require and supervise study hall participation as needed and intervene proactively when academic concerns arise.

- Provide overall leadership and direction for the NCAA Division II Women's Softball program, maintaining the highest standards of integrity, professionalism, and sportsmanship. Develop strategies to motivate maximum individual and team performance while fostering a culture of accountability, respect, and excellence. Design and implement in-season and off-season training programs, including player skill development plans and competitive game strategies. Collaborate with the Assistant Coach and Sports Performance staff to develop and manage a comprehensive strength and conditioning program. Coach and supervise the softball team during all scheduled practices, competitions, study halls, team functions, camps, clinics, and other related activities. Promote appropriate personal and social conduct on and off campus and ensure student-athletes represent the University positively at all times.
- Ensure full compliance with all NCAA, conference, federal, state, and University rules, regulations, policies, and procedures. Maintain working knowledge of governing board policies and institutional guidelines as outlined in the Academic Catalog, Faculty Handbook, Staff Handbook, and related documents. Promote ethical conduct within the program and establish clear expectations for adherence to all compliance standards by student-athletes and staff.
- Foster an environment that promotes the academic success, health, safety, and overall well-being of student-athletes. Collaborate with campus administrative offices and athletics staff to support student development. Ensure all coaching staff, including the Head Coach, maintain required certifications and complete necessary training in life-saving techniques and safety protocols. Develop and implement strategies to ensure a safe and inclusive environment, including education and processes to address harassment and discrimination concerns.
- Supervise and evaluate assigned staff, including assistant coaches and program personnel. Ensure staff members are properly trained, informed of program objectives, and equipped to meet departmental goals. Conduct performance management activities, provide mentorship, and support professional development opportunities. Delegate responsibilities appropriately while maintaining accountability for overall program performance.

Oversee all day-to-day operations of the Women's Softball program. Responsibilities include:

- Planning and conducting practices and competitions.
- Developing contest schedules in consultation with the Director of Athletics.
- Coordinating all team travel arrangements.
- Managing study hall oversight and team events.
- Maintaining an accurate inventory of equipment and apparel.
- Ordering equipment and apparel in compliance with University branding and logo policies.

- Overseeing field and facility preparation in collaboration with athletics and facilities personnel, including preparation of the infield and bullpens for practices and games.

Maintain responsibility for expense control and ensure all expenditures remain within approved budget parameters.

- Administer the Women's Softball program budget, including forecasting, monitoring, and controlling expenditures. Ensure fiscal responsibility and compliance with University financial procedures. Prepare required reports and maintain accurate documentation related to program operations and finances.
- Actively promote the Women's Softball program and Bluefield State University, both on-campus and within the broader community. Establish and maintain business and community relationships to generate support for the program. Coordinate fundraising initiatives in collaboration with the BSU Foundation and Marketing Department, meet established fundraising goals, and participate in revenue-generating activities. Assist in marketing efforts to increase spectator engagement and community visibility. Plan and conduct camps, clinics, tournaments, and other outreach events to enhance program exposure and recruitment efforts.
- Perform other duties as assigned by the Director of Athletics in support of the Athletic Department and the University.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's degree from an accredited institution required. Master's preferred. Collegiate Coaching experience for at least one regular season, specific to assigned sports program, required. At least 2 years of higher-education coaching experience preferred. Working with NCAA applications. Softball field facility management experience

- NCAA Recruiting Test Certification (Division II University Portal). NCAA Recruiting Test Certification (Division II University Portal) must be passed within 60 days of hire (required by the NCAA for recruiting).
- Must have and maintain a valid Driver's License and be willing to operate a motor vehicle to transport teams to and from competition.
- Must obtain CPR Certification within 120 days of start date/upon hire, and maintain certification in good standing at all times during employment in this position.
- Demonstrated commitment to the mission of higher education, with a strong focus on student academic success, personal development, and overall well-being.
- Proven record of personal integrity, ethical conduct, and fiscal responsibility in managing program resources and operations.
- Thorough working knowledge of NCAA Division II rules and regulations, conference requirements, and Title IX compliance, with the ability to ensure adherence at all times.
- Demonstrated ability to recruit and retain qualified student-athletes and to support their timely academic progress toward degree completion and graduation.
- Proven ability to effectively coach and develop student-athletes at the NCAA Division II level, supporting their athletic, academic, physical, and emotional growth.
- Excellent organizational, administrative, and strategic planning skills, with the ability to manage multiple priorities and meet extended hours and travel requirements associated with collegiate athletics.

- Strong interpersonal, oral, and written communication skills, with demonstrated proficiency in the use of computers and relevant technology systems.
- Ability to build and maintain positive, professional relationships with diverse populations, including student-athletes, university personnel, corporate sponsors, boosters, parents, and members of the community.
- Ability to exercise sound judgment and discretion when handling sensitive and confidential information.

THE UNIVERSITY: Bluefield State University, a historically Black Institution, is dedicated to preparing students for meaningful careers, informed citizenship, and active community service in an ever-changing global society. We provide affordable and accessible pathways to higher education through certificate, associate, bachelor's, and master's degree programs. **BSU welcomes all qualified candidates to apply.** For more information about the University, please visit www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: July 1, 2026

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, **July 14, 2026**. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.