

**Baseball Program Coordinator  
Citrus Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=257375>

Downloaded On: May. 30, 2025 6:42pm

Posted May 27, 2025, set to expire Sep. 19, 2025

**Job Title** Baseball Program Coordinator  
**Department** Kinesiology, Health, and Athletics Department  
Administration  
**Institution** Citrus Community College  
Glendora, California

**Date Posted** May 27, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6248911>

**Apply By Email**

**Job Description**

Baseball Program Coordinator

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**Recruitment Start Date** 05/22/2025

**Recruitment End Date** 06/18/2025

**Open Until Filled**

**First Consideration Date**

**Salary Range** 11

**Pay Rate** \$95,592 - \$128,088 annually. Typical salary placement for this position is at Step 1 of the Supervisor/Confidential salary schedule; however, the Superintendent/President may recommend an initial higher salary placement to the Board of Trustees.

**FLSA Status**

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Exempt

### **Benefits**

#### Health & Wellness

- Fully-paid Medical, Dental, and Vision Insurance for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

#### Work-Life Balance

- 19 Paid Holidays and 22 Vacation Days (annually)
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

#### Financial & Retirement Benefits

- CalPERS/CalSTRS Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- Longevity Salary Increases
- District paid employee post-retirement medical for those who qualify

### **General Description/Summary**

#### **POSITION SUMMARY**

Under the general direction of the Dean of Kinesiology, Health and Athletics, the Baseball Program Coordinator is responsible for overseeing all non-academic aspects of the District's baseball program. The individual in this position may receive a separate assignment as an adjunct faculty assigned to teach the varsity class associated with baseball.

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**Minimum Qualifications/Education and Experience**

**MINIMUM QUALIFICATIONS / EDUCATION AND EXPERIENCE**

- Possession of a bachelor's degree, and two years of professional experience directly related to baseball, or an associate degree (or the completion of sixty (60) semester college units) with six years of professional experience directly related to baseball.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

**PREFERRED QUALIFICATIONS**

- Coaching experience at the high school, college/university, and/or club/professional level and expertise to successfully prepare and coach a baseball program at the intercollegiate level.
- Experience with student-athlete recruitment.

**Licenses and Certificates**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates the development and promotion of the baseball program.
- Recruits prospective student athletes for the baseball program.
- Works with current athletes in the baseball program to assist in the attainment of educational goals.
- Plans and initiates fund raising activities for the baseball program.
- Scouts new student athletes for the baseball program.
- Plans and initiates activities to market the baseball program.
- Plans and initiates activities to foster community relations.
- Conducts out of season conditioning for student athletes.
- Manages field care and maintenance.
- Plans and initiates administrative tasks including budget formulation.
- Assists the Dean of Kinesiology, Health and Athletics with the purchasing of equipment.
- Maintains positive working relationships with other departments on campus to foster a culture of equity, inclusion, and collegiality.

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- Communicates District policy and administrative decisions to employees and students.
- Administers the collective bargaining agreement among the District and the classified union.
- Creates an atmosphere of inclusivity and collegiality and supports the goals of participatory governance.
- Hires, trains, supervises, and evaluates assigned personnel.
- Resolves conflict through active listening, communication, and use of conflict resolution strategies.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Requires specialized knowledge of the sport of baseball.
- Ability to instill a sense of confidence and sportsmanship in players and develop a good rapport;
- Knowledge of and ability to conform to all California Community College Athletic Association (3C2A) and Conference regulations
- Knowledge of and ability to adhere to 3C2A decorum policies.
- Ability to work effectively under extreme time constraints.
- Ability to work varying schedules and attend and travel to athletic events.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to foster and support an inclusive educational and work environment.
- Ability to communicate effectively, in English, with a diverse population.

Department: Kinesiology, Health, and Athletics Department Administration

Job Category: Supervisor/Confidential

Assignment: Full-Time

Percentage of Time: 100%

Months per Year: 12 months

Work Days per Week: M-F

Work Schedule per Day: Monday through Friday, 8:00 a.m. to 5:00 p.m. However, this is an

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exempt position requiring some non-conventional working hours in addition to the regular working hours of a collegiate environment.

Work Shift: Days

Bargaining Unit: Unrepresented

**Citrus College Diversity Statement**

**CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on

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"Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

### ABOUT TRANSCRIPTS

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

### SELECTION PROCESS

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former

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employer(s) to investigate employment history.

Quick Link

<https://employment.citruscollege.edu/postings/1233>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Kinesiology, Health, and Athletics Department  
Administration

Citrus Community College

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