



MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

Internal / External Job Posting

Position: JV Softball Coach
Classification: Schedule B
Terms: Spring Sports Season
Salary: Per Schedule B Contract
Posted: January 29, 2026
Closing Date: February 13, 2026 or until filled

Montague Area Public Schools has an open position for a JV Softball Coach.

Education:

- Possession of a high school diploma or its equivalent

Experience:

- Previous successful coaching experience preferred

Responsibilities:

See attached job description

Applicants:

Interested candidates should send an application or resume to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

Or E-mail: humanresources@mapsk12.org

**MONTAGUE AREA PUBLIC SCHOOLS
JOB DESCRIPTION**

JOB TITLE: JV Softball Coach
WORK LOCATION: Montague High School
REPORTS TO: Athletic Director

GENERAL JOB FUNCTION: The JV Softball Coach is responsible for providing leadership and direction to the high school softball programs while instructing participants on the philosophy, methods, and proper physical training involved in softball. The coach should establish a goal to encourage a high level of self discipline and self confidence in all participants of the sport and ensure that the players value leadership, sportsmanship, and sense of fair play while representing our school district.

EDUCATION REQUIREMENTS:

- Minimum high school diploma
- Bachelor's Degree preferred

QUALIFICATIONS:

- Previous successful coaching experience preferred
- Must submit to and pay for a Criminal History Background Check prior to beginning work

ESSENTIAL JOB FUNCTIONS:

ORGANIZATIONAL SKILLS

- The ability to plan, organize, implement, and evaluate a daily practice schedule
- Responsible to distribute, evaluate, and collect equipment

COMMUNICATION SKILLS

- Well developed interpersonal skills
- Establish good working relationships with teaching staff to communicate needs of students experiencing academic difficulties
- Responsible for communicating concerns regarding all equipment and practice facilities to the Athletic Director

COACHING SKILLS

- The ability to teach the proper fundamentals of the sport
- Willingness and ability to establish proper decorum among players
- Assist students in obtaining athletic/educational opportunities for post high school education
- Responsible for carrying out and enforcing all school policies, regulations, all M.H.S.A.A. regulations and any duty assigned by the Athletic Director
- Ensure any athlete who is injured and requires a doctor or physical assistance care must have a release prior to participating in any practice or game. This includes working closely with the athletic trainer who has the authority to hold any athlete from practice or competition
- Knowledge of blood pathogens, and handling and disposal of body fluids
- Is in charge of bus conduct of players on all out of town trips and will ride the bus to and from away games
- Responsible for locker room supervision before and after practices and games
- Check academic progress of players weekly
- Must be regular in attendance and punctual in reporting to assignment
- Other duties as assigned

PRESEASON

- Responsible for providing a list of anticipated participants to the Athletic Director one week prior to the first practice in order to verify completed physicals and eligibility
- Responsible to see that all paper work regarding eligibility, roster, physicals, and signed athletic codes are turned into the Athletic Director one week prior to the first game
- Responsible for arrangements and preparation of field equipment for practice prior to the season
- Responsible for arranging equipment issue prior to the season. Additionally, make sure staff has the proper training to ensure that equipment issued fits properly
- Arrange with the Athletic Director regarding bus arrivals and departures for all games. Directions will be given to the Transportation Supervisor to ensure that the team will arrive at its proper destination
- Discuss with the Athletic Director the home game schedule and any special requirements for the determined schedule

NOTABLE PHYSICAL REQUIREMENTS:

Occasional light to moderate lifting up to 50 pounds may be required.

TYPICAL WORK ENVIRONMENT:

Most work is done in a school environment or outside. Assignments may require trips to other MAPS facilities and elsewhere in the community or state.

EVALUATION:

The Athletic Director supervises and evaluates the JV Softball Coach.