



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

Internal/External Job Posting

Position: Varsity Softball Coach
Classification: Schedule B
Terms: Spring Sports Season
Salary: Per Schedule B Contract
Posted: December 08, 2025
Closing Date: December 12, 2025 or until filled

Montague Area Public Schools has an open position for a Varsity Softball Coach at Montague High School.

Education:

- Possession of a high school diploma or its equivalent

Experience / Qualifications:

- Previous successful coaching experience preferred

Responsibilities:

See attached job description

Applicants:

Interested candidates should send a letter of interest and resume or application 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: Varsity Softball Coach
WORK LOCATION: Montague High School
REPORTS TO: Athletic Director

GENERAL JOB FUNCTION:

The Varsity Softball Coach is responsible for leading and managing the high school varsity softball program. This includes developing athletes' skills, fostering sportsmanship, organizing practices and competitions, ensuring student safety, and promoting academic success. The coach serves as a role model for student-athletes and upholds the mission, values, and athletic policies of the school district and the Michigan High School Athletic Association (MHSAA).

EDUCATION REQUIREMENTS:

- Possession of a high school diploma or its equivalent
- Bachelor's Degree preferred

QUALIFICATIONS

- Prior experience in coaching or playing softball at the high school or competitive youth level
- Ability to pass background checks required by the school district and state law
- Strong communication, leadership, and organizational skills
- Commitment to student-athlete wellness, academic success, and character development
- Knowledge of MHSAA rules and regulations, preferred
- Valid CPR/First Aid certification (or willingness to obtain)

ESSENTIAL JOB FUNCTIONS:

PRESEASON

- Provide 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 for arrangements and preparation of field equipment for practice prior to the season
- 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 game schedule and any special requirements for the determined schedule with Athletic Director.
- Responsible for seeing that all paperwork regarding eligibility, roster, physicals, and signed athletic codes are turned into the Athletic Director one week prior to the first game

IN-SEASON

- Plan and conduct safe and organized softball practices, conditioning sessions, and competitions
- Manage team equipment, uniforms, and inventory; report needs to Athletic Director
- Coordinate travel logistics for away competitions, including transportation and supervision
- Communicate regularly with athletes, families, athletic staff, and school administrators
- Check academic and behavioral progress of players weekly
- Teach fundamental and advanced softball skills, strategies, and rules
- Create a positive team culture emphasizing respect, teamwork, discipline, and academic responsibility
- Provide guidance, support, and feedback to develop athletes at varying skill levels
- Ensure compliance with all district and MHSAA rules, regulations, and eligibility requirements
- Implement proper injury prevention techniques and respond appropriately to injuries – including ensuring injured athletes have a release from their doctor / athletic trainer prior to participating in any practice or game

OTHER DUTIES

- Assist students in obtaining athletic/educational opportunities for post high school education.
- Establish a good working relationship with teaching staff and communicate the needs of students experiencing academic difficulties.
- Promote morale and team spirit and take a professional interest in players.
- Must stress safety, good sportsmanship, and the values of athletics.
- Promote off-season training, camps, and conditioning programs.
- 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.
- Assist in fundraising efforts as needed and requested.
- Attend required coaches' meetings, clinics, and professional development sessions.
- Responsible for media publicity regarding the softball program
- Should be able to command the respect of players, student body, faculty, community, and fellow coaches.
- Must be able to work with and get along with others.
- Other duties as assigned.

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 all Athletic Coaches.