

## POSITION DESCRIPTION

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**JOB TITLE:** HEAD WOMEN'S AND MEN'S GOLF COACH

**DEPARTMENT:** ATHLETICS

**DIVISION:** STUDENT AFFAIRS

**SALARY:** \$10,265

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** ATHLETIC DIRECTOR

**SCHEDULE DETAILS:** PART TIME/10 MONTH POSITION/MISSOURI PUBLIC SCHOOL RETIREMENT SYSTEM

**DATE OF LATEST REVIEW/REVISIONS:** November 19, 2021

### Position Summary

Coach the women and men's golf teams with other duties including recruitment, practice and coaching, fundraising, conditioning of athletes, supervision of athletes, maintenance practice facility and equipment, award and maintain golf scholarships, budgets, and arrange travel and meals.

### Essential Job Duties

- Teach all aspects of the game of golf through fundamentals in daily practice sessions.
- Recruit and maintain an active team roster for both women's and men's teams in order to develop a competitive team.
- Develop and evaluate player performance.
- Conduct and supervise all practices.
- Schedule and attend all contests.
- Coordinate with Neosho Golf Course and other partners and providers to maintain access for student athletes and competitors.
- Ensure students comply with all athletics policies and procedures (curfews, room checks, health protocols, etc.).
- Coordinate team travel arrangements, lodging, and travel itineraries.
- Arrange special meals with campus food service when games interfere with the regular dining schedule.
- Report results of competitions/rounds and information to all media outlets, as needed.
- Assist with maintenance and updates to the athletics/golf portion of the website.
- Coordinate maintenance of golf program equipment.
- Coordinate and supervise fundraisers and appropriately manage fundraising budget.
- Appropriately manage, in cooperation with the Athletic Director, the golf budgets.
- Appropriately manage the golf scholarship budgets.
- Award scholarships and maintain proper documentation.
- Support student athletes who wish to transfer to four-year institutions/teams.
- Supervise and assist student-athletes in community projects.
- Maintain office hours and correspondence files.
- Perform other related tasks as assigned by the Athletic Director.

### Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Experience teaching, developing, and coaching golf skills
- Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members.
- Understanding of and commitment to the community college philosophy and mission.

### **Preferred Knowledge, Skills & Abilities**

- Master's Degree
- Three successful years of collegiate level golf coaching

### **Information Technology Abilities**

- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Crowder College Network environment.
- Ability to use E-mail.
- Ability to perform basic Word and Excel functions

### **Positions Supervised**

- Work Study

### **Working Environment**

- Sometimes indoors in a gym, office or classroom environment with minimal exposure to temperature changes, noise, dust or chemicals; outside during tournaments and practices with exposure to outside elements.
- A neat appearance and appropriate apparel are required.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Environment**

- Position will involve mobility within the campus facilities and various sites including outdoor competition locations.
- Ability to lift up to 50 pounds, work with athletic equipment, etc.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language/Communication Skills**

- Ability to communicate effectively with a variety of people, including staff, students, parents, and the general public, in both written and oral mediums.

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