**Job Description Form**

**Position Description**

<table>
<thead>
<tr>
<th>Job Title: Golf Coach</th>
<th>Employment Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td>Incumbent: New Position</td>
<td>Temporary</td>
</tr>
<tr>
<td>Department: Student Life</td>
<td>Full-time</td>
</tr>
<tr>
<td>Supervisor’s Name&gt;Title: Mark Rippetoe/Athletic Director</td>
<td>Part-time</td>
</tr>
<tr>
<td></td>
<td>Intern</td>
</tr>
<tr>
<td>Reg. hours worked: 25/wk</td>
<td>Exempt</td>
</tr>
<tr>
<td></td>
<td>Non-exempt</td>
</tr>
</tbody>
</table>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses knowledge, skills, and experience required by the position). One should be on file for each regular full- and part-time position. Attach a copy of the last position description prepared for this position.

**When was the last time this position description was updated?** Date: June 2014

**What is the overall purpose and objective of this position (why does the position exist)?**
The coach exists to develop, maintain, and administer the sport program. Along with the “normal” coaching responsibilities of running practice and coaching during the competitions, this also includes developing the budget (in conjunction with the athletic director), recruiting and tending relationships with athletes, arranging the season schedule, and promoting the sport to the broader community.

**List in order of importance the major responsibilities of the job and estimate the percentage of time spent on each responsibility** (the main function of the job may or may not be the one where the most time is spent).

- **Note** – for a new sport program, the first year is spent in development which includes proposing a budget, exploring potential community leagues and/or competition with local college teams for a limited schedule, recruiting athletes, and arranging details for successful implementation of the sport the following year. Projects during this development year are determined with the athletics director.
- A typical sport development 4 year cycle includes … year 1 = development; year 2 = limited schedule with community leagues; year 3 = limited intercollegiate schedule; year 4 = full intercollegiate schedule.

1. **Train athletes to be ready to compete at the collegiate level.**
   - Establish off-season training/development/maintenance schedule … hold students accountable to these training standards
   - Plan and personally conduct training and sport specific practices for athletes during the official season
   - Motivate students to improve their performance both on and off season.
   - 30%

2. **Coach effectively during competitions**
   - Set up a competitive yet realistic schedule for the athletes
   - Be an effective motivator throughout the season but especially immediately before and during competitions.
   - 20%

3. **Sport Administration**
   - Arrange for transportation to competitions through the college student life department
   - 15%
• Edit (with the athletic director) the student-athlete handbook, especially as it pertains to your sport each summer.
• Provide input to the athletic director regarding policies that impact your sport and athletes.
• Stay current on professional resources for your sport (e.g. websites, conferences, magazines, etc.)
• Manage the budget for your specific sport and submit expense reports in a timely manner to the athletic director
• Serve on the Athletics Oversight Committee, if requested

4. **Promote your sport to the local community**
   • Make sure that the sport website is regularly updated and current
   • Participate in the athletics fundraisers (golf tournament)
   • Connect with local coaches regularly to update them on the progress of the sport
   • Consider and implement ways to serve in the community and promote your sport (e.g. youth sport clinics, volunteering at sporting events, etc.)

5. **Recruit student athletes**
   • Develop a sport specific brochure to be used for recruitment
   • Monitor local (and target) high schools and their athletes to identify prospective students
   • Connect with high school coaches to build a recruitment network
   • Follow up with any interested students
   • Contact student athletes from local (and target) high schools
   • Communicate/cooperate with the college admissions department in student athlete recruitment

Able to react to change productively and handle other essential tasks as assigned.

Is this position closely, moderately, or minimally supervised? **Minimally Supervised**

Please explain: _The coach is supervised by the athletic director; however, it is expected that he/she administers her program without much direct supervision._

Does this position have supervisory responsibility (i.e., responsible for hiring, firing, performance appraisals, etc.)? Yes __ No ✔__

If yes, list the number and title for positions that directly or indirectly report to this position (i.e., three secretaries, four programmers, etc.):

Does this position have access to confidential information? Yes _ ✔__ No _____

If yes, please explain:

_The coach has access to the athletes’ medical health forms, especially the athletic physical form submitted prior to participation._

Does this position have access to or handle company funds? Yes _ ✔__ No _____

If yes, please explain:

Is it important to this position that the incumbent be able to communicate fluently in English? Yes _ ✔__ No _____

If yes, please explain:

_It is vital for this person to communicate fluently in English in order to direct his/her athletes effectively._

What kind of work experience (including length of time), training, and/or level of education is necessary for this position?

_This position should have experience coaching in the sport and working with students._
A master's degree is preferred.

List any required technical skills (typing, computer skills, etc.):

This position requires intermediate technology skills. Communication with students is vital to the success of this position, so this individual needs to be comfortable with student modes of communication (email, text, FB, etc.) The individual should be able to work with word processing and spreadsheet software.

What other special training and/or abilities are necessary to qualify for this position?

This position requires strong interpersonal skills. He/She must be able to develop a strong “team” mentality, which includes an environment of encouragement, challenge, and accountability. Obviously, he/she must work well with students and other employees at the college.

Check any of the following factors that are important to successful performance in this position:

<table>
<thead>
<tr>
<th>Problem Solving</th>
<th>Bilingual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical Ability</td>
<td>Interpersonal Skills</td>
</tr>
<tr>
<td>Communication Skills</td>
<td></td>
</tr>
</tbody>
</table>

Describe the requirements of this position that make these factors important:

This position is as an athletics coach; therefore, it is vital that the individual is able to explain, demonstrate, and model physical/athletic skills. Occasionally, problem solving and analysis is required of this position as he/she will be dealing with students and may face conflicts throughout the season.

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**Working Conditions**

Are there particular working conditions associated with this position that should be noted (i.e., working environment, hours of work, travel, work space, etc.)? Yes ☑ No _____ If yes, please explain:

This position requires unusual hours and time commitments, e.g., most of the competitions are on evenings or weekends. The coach is also expected to travel with the team to the competitions and any training retreats. The hours are seasonal with most of the job hours completed during the season.

**Analysis of Physical Demands of Position**

Check physical demands that apply. Describe job responsibilities that require physical demands checked.

1. **Strength**
   - Standing ☑ 90% of time
   - Walking ☑ 70% of time
   - Running ☑ 40% of time
   - Sitting ☑ 10% of time

   Most of the time, this position is accomplished at practices and at competitions, which requires running/walking with the students.

   This position should be able to carry equipment needed for practices and competitions. While most of the time this doesn’t include anything, there may be times when the coach is needed to carry coolers, sport-brellas, first aid kits, ball bags, etc.

2. **Climbing** ☑

   Balancing ☑

3. **Stooping** ☑

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<table>
<thead>
<tr>
<th>Activity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kneeling</td>
<td>✓</td>
</tr>
<tr>
<td>Crouching</td>
<td>✓</td>
</tr>
<tr>
<td>Crawling</td>
<td></td>
</tr>
<tr>
<td>Reaching</td>
<td>✓</td>
</tr>
<tr>
<td>Handling</td>
<td>✓</td>
</tr>
<tr>
<td>Speaking</td>
<td>✓</td>
</tr>
<tr>
<td>Hearing</td>
<td>✓</td>
</tr>
<tr>
<td>Seeing</td>
<td>✓</td>
</tr>
<tr>
<td>Depth perception</td>
<td>✓</td>
</tr>
<tr>
<td>Color vision</td>
<td></td>
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</table>