



JOB TITLE: Head Coach – Golf
DEPARTMENT: Athletics – Golf
SUPERVISOR: VP for Athletics
FLSA STATUS: Exempt

MAJOR PURPOSE:

The purpose of the Head Coach - Men's & Women's Golf position is to develop Christ-centered excellence, to mentor and challenge student-athletes to grow spiritually (discipleship), academically, athletically, to provide opportunities for Christian service through the medium of golf and to be consistently competitive at the championship level. This position is responsible for initiating, developing and leading all aspects of the Men's and Women's Golf program, such as recruiting, scheduling opponents, individual training, and coaching team members. This position provides support for specific internal operations for the athletic department and must abide by rules and regulations established by William Jessup University, the NAIA (National Association of Intercollegiate Athletics) and the GSAC, (Golden State Athletic Conference).

The pay for this position is generally: \$66,560. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

ESSENTIAL FUNCTIONS:

Provide Christ-like (biblical) leadership for the men's and women's golf program and athletic department.

- Recruit and graduate student-athletes who maintain the standards of the university and department.
- Recruit, mentor and supervise assistant coach(s).
- Schedule practices, games, transportation/accommodations and travel itineraries for road games with the approval of the Athletic Director and in coordination with the Administrative Assistant to Athletics.
- Disciple and assist with character development of student-athletes.
- Plan and be engaged in community service activities.
- Represent the University at conference and national meetings as assigned.
- Prepare and oversee program budget.
- Assist and provide fund raising efforts aimed to support the Athletic Department as well as golf program.
- Assist in the development of public relations with local constituencies aimed at gaining support for golf as well as all athletic programs
- Attend mandatory coaches and departmental meetings.
- Responsible for a variety of administrative support duties as assigned by the Athletic Administration Team.
- Complete other duties as assigned.

QUALIFICATIONS

Qualified applicants must demonstrate a thorough knowledge of the golf industry, with coaching and player instruction a point of focus. He/she must be an effective public speaker, positive/personable, and demonstrate a successful recruitment plan, while graduating high academic achieving students. Coordination or participation of community service and college engagement activities, and camps and clinics is a plus. The successful candidate must have the ability to market the great academic opportunities at William Jessup University and its affordability.

EDUCATION/CERTIFICATIONS:

- Bachelors Degree required
- Master's degree, and additional studies/experiences preferred

REQUIRED KNOWLEDGE/EXPERIENCE:

- Knowledge of and committed to William Jessup University mission statement and philosophy, the NAIA, and conference rules and regulations.
- Knowledge and understanding of all aspects of the game of golf
- Coaching or recruiting experience
- Experience supervising volunteers.
- Requires a valid driver's license and is eligible to drive on University-related business (i.e. to practices, games, etc. including transporting students) according to WJU insurance requirements.

SKILLS/ABILITIES:

- Exhibit and articulate a vibrant, personal relationship with Jesus Christ.
- Strong interpersonal and communications skills and the ability to communicate effectively, both orally and in writing.
- Strong organizational skills, proficiency in oral and written communication, public relations skills, and strong self-motivation characteristics.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of Jessup as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

Much of the employee's working time will be spent outdoors on golf courses in all types of weather and might require standing for long periods, working with equipment or machinery and, being able to walk, run, kneel, crouch, stoop or crawl. Travel may be required for this position.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Repetitive motions using a computer keyboard
- Rising and sitting repeatedly
- Ability to lift, pull, grasp, pass, catch, stoop, reach and demonstrate in game, practice or training environment and to execute daily office related tasks
- Will regularly require physical activity like walking, swinging a golf club, demonstrating on a consistent basis
- May require climbing stairs indoors or outdoors to various spaces on and off campus
- Regularly requires the ability to drive student-athletes to and from contests and team functions as well as driving to and from recruiting events

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to stand and walk. The employee is required to reach with hands and arms. The employee must regularly lift and/or move up to 50

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Name

Date