



## Administrator Position Description

<b>Human Resource Office Use Only</b>			
<b>Approved Job Family</b>		<b>Effective Date</b>	
<b>Overtime Eligible</b> YES      NO		<b>FLSA Test Date</b>	
<b>Employee</b>		<b>Supervisor</b> Greg Stewart	
<b>Department</b> Athletics	<b>Working Title</b> Head Golf Coach	<b>HRIS Position Number</b> H98924	<b>Supervisor Title</b> Athletic Director
<b>Complete contract dates only if other than a 12 month position</b>			
<b>Annual Contract Begin Date</b> July 1		<b>Annual Contract End Date</b> June 30	

### A. POSITION SUMMARY

**Briefly describe the role of the position within the department and college.**

The golf coach is the principal administrative officer responsible for the operation of this program.

### B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

**1. Minimum education level required and the number of years of relevant experience required for the duties of this position.**

Bachelor's Degree and two (2) years coaching at the college level or five (5) years head coach at a high school.

**2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.**

CPR, First Aid, Champions of Character Online Course (complete within the first week of employment)

### C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision		Indirect Supervision	
	Number of Employees	FTE	Number of Employees	FTE
1. Faculty				
2. Classified Staff				
3. Unclassified Staff				
4. Students / Others				

#### Coordinating Responsibility

### D. ORGANIZATIONAL RELATIONSHIPS

**1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)**

Close supervision in program operation, minimum supervision in coaching and conducting team practices.

**2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate**

**a)own time and resources**

Schedules own time.

**b)departmental resources**

Oversees and recommends purchase of equipment, scheduling of contests that have financial impact for the department.

**c)institutional resources**

Offers financial aid dollars in cooperation with the Athletic Director and within a budget. Operate programs within given budget.

**What kinds of decisions will the incumbent be expected to make?**

Who to recruit, how much to offer, who to schedule, etc. This includes transportation and lodging associated with away contests.

**3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.**

	Delegated authority to develop and monitor*	\$
	Develops, monitors* and controls*	\$
	Limited approval authority for purchase	\$
	Purchase only with higher level OK	\$

\*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

**E. PURPOSE AND NATURE OF WORK RELATIONSHIPS**

<b>PERSON(S)/POSITION/ AGENCY</b> (e.g., student, staff, faculty, general public, Board of Trustees)	<b>PURPOSE</b> (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	<b>HOW OFTEN</b>
Students	Competition, practices, advising, explaining program policies.	Daily
Faculty, Staff	In conjunction with recruiting and as necessary in advising.	As Needed
General Public	Golf constitutes significant public contact. The Champions of Character program is also very public. Contact is mostly informational.	Daily

**F. JOB FUNCTIONS**

<b>REFERENCE ID</b>	<b>JOB FUNCTIONS</b>	<b>FREQUENCY</b>	<b>ANNUAL PERCENT OF TIME</b>
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1	<p><b>Head Coach</b></p> <p>Responsible for all phases of implementation and operation including recruiting and program building for Golf teams. Schedule intercollegiate games by making contact with other institutions. Arrange for facilities use and prepare facilities for competition. Schedule officials through the conference designated association. Recruit athletes including encouraging students on campus to turn out for participation. Recommend the distribution of scholarship money. Provide academic advising and counseling for athletes. Plan and carry out practice plans with emphasis on improving athlete and team performance. Maintain an inventory of all uniforms and equipment. Be aware of and enforce all conference, regional, and NAIA rules. Serve as a representative to the Cascade Collegiate Conference.</p>	Daily	90
2	<p>Provide facility or office coverage as assigned by the Athletic Director or Associate Athletic Director. Answer phones for department and direct persons to the appropriate campus departments.</p>	Daily	5
3	<p>Be actively involved in fundraising for the Golf program as well as the department. Assist as able with the annual Auction and Golf Tournaments.</p>	Quarterly	5

## G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
All	Ability to communicate and organize are key skills. Knowledge of fundamental coaching techniques as well as advanced knowledge of sports playing rules and statistics is required. Ability to work with people and motivate others to improve performance. A general knowledge of OIT policies, Athletics policies and procedures and NAIA rules and regulations is required.
1	Knowledge of sports culture and sports trends.
1	Knowledge of OIT admissions policies, procedures and available scholarships.
All	Must be a person of good character and promote Champions of Character initiative.
All	General administrative, organizational and clerical skills.

## H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
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1	Demonstration of skills and working in an environment with moving objects.
1	Probable exposure to adverse weather conditions.

## **I. ADDITIONAL JOB-RELATED INFORMATION**

**Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.**