



JOB DESCRIPTION



INFORMATION

Job Title	<i>Assistant Golf Coach</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department	Athletics	W/C Classification	8868 – Administration/Faculty
Reports To	Head Coach	Compensation	\$17.00 - \$20.00/hour

SUMMARY

Supports the Head Coach in leading the golf program. Will seek to develop character and spiritual formation in each individual athlete through intentional discipleship. Will help administratively from paperwork to practice schedules. Represents the institution through recruitment of potential student-athletes and colleagues at other institutions.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Attending all practices, and tournaments (home and away)
- Pursue continuing education in coaching strategies, competencies, and techniques
- Recruit potential student-athletes who possess an appetite for spiritual growth and a personal relationship with Jesus Christ
- Invest in student-athletes with a focus on mentorship, personal discipleship, character formation, and academic progress
- Support the mission of the University by strengthening a tradition of quality athletics while challenging student-athletes to excel academically and as followers of Christ.
- Ensure NAIA Eligibility Rules and the NAIA Handbook and Bylaws are followed
- Ensure compliance with the policies of the Conference affiliation
- Assist in the Coordination of the following:
 - Planning and overseeing the practice and conditioning sessions
 - Travel itineraries
 - Strength training session
 - On-campus recruit visits
- Prepare workouts in advance taking into account the varying skill levels of student-athletes.
- Develop a training cycle taking into consideration the varying levels of commitment and goals.
- Ensure all practice times, team activities, and competitions are communicated clearly.
- Regular attendance is essential
- Represents the organization at various community and/or business meetings, committees, and task forces; promotes existing and new programs and/or policies.
- Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Exercise confidentiality, good judgment and discernment.
- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to communicate effectively, both orally and in writing.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- Bachelor's degree or equivalent in related field required.
- Basic understanding of the game and governing USGA rules
- Proficient in Microsoft Office Suite; Word, Excel and Outlook

PHYSICAL DEMANDS

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.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.
- Occasional travel is involved including overnight stays.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.