



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<b>Head Coach</b>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Exempt, Full-time
<b>Department:</b>	Golf (Men's & Women's)	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Athletic Director	<b>Compensation</b>	\$68,000 - \$70,000

## SUMMARY

Advance the mission and vision of TMUS by producing the highest attainable levels of excellence in spiritual walk, instruction, as well as individual and team performance. Develop and improve the technical and physical skills of each student-athlete. Represents the institution through recruitment of potential student-athletes, interaction with the GSAC office, and colleagues at other institutions.

## ESSENTIAL JOB FUNCTIONS

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

- Develop, grow, and oversee all aspects of the Men's and Women's Golf program at TMU.
- Contribute to the skill development of individual student-athletes.
- Be competitive within the NAIA and the Golden State Athletic Conference, as the affiliation chosen by the institution. Achieve a quality and winning program which consistently finishes in the top thirty percent of the conference standings, with the opportunity to qualify and compete in National Championship tournaments and events.
- Provide a strong Christian role model for the student-athletes that will be a positive reflection for the testimony of Jesus Christ and The Master's University.
  - Provide a nurturing environment to aid in the spiritual and academic growth of the student athlete.
  - Awareness of the individual growth of each team member (academically, spiritually, and athletically).
  - Invest in student-athletes with a focus on mentorship, personal discipleship, character formation, and academic progress.
  - Promote opportunities for interaction and deepening of relationships between coach and student-athlete.
  - Encourage student-athletes to be engaged in the campus culture outside their respective athletic team with the opportunity for others to influence the life of the athlete.
- 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.
- Coordinate all aspects of the Men's and Women's Golf program to include:
  - Planning and overseeing the practice and conditioning sessions,
  - Planning and managing the program budget,
  - Scheduling of events,
  - Recruiting students who are a mission fit for The Master's University and who are academically eligible to participate according to the rules of the NAIA, GSAC, and The Master's University.
- Function as an effective team member, working cooperatively with the various staff of the athletic department and the institution.
- Be visible and genuinely involved in collaboration with other athletic programs and campus departments.
- Represent TMU appropriately during practice, competitions, and recruiting activities.

- Annually raise funds to supplement sport program operational and scholarship budgets.
- Advance the athletics program through cultivating and coordinating relationships with program alumni.
- Pursue continuing education in coaching strategies, competencies, and techniques.
- Involve the Athletic Director, department colleagues, and other appropriate stakeholders in the campus visits and recruitment of student-athletes.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Actively involved in a TMU likeminded local church.
- 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.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Exercise confidentiality, good judgment and discernment.
- Have a thorough knowledge of golf.
- Complete understanding of NAIA rules and regulations.
- Must successfully pass a background investigation.

## SUPERVISORY RESPONSIBILITY

- Assign, plan, and oversee the work of the Men's and Women's Golf coaching staff.
- Handle discipline and termination of coaching employees as needed and in accordance with TMUS policy.
- Train employees, verify timecards, and monitor budget.
- Complete annual employee evaluations and help maintain up to date job descriptions.

## EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience, Master's degree preferred.
- At least five-years' experience in a coaching role.
- Proficient in Microsoft Office Suite or similar software.

## 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 or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Travel with overnight stay expected.

## 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.