

Head Coach, Men's and Women's Golf Coach – Full Time (10 months) **Athletics**

POSITION SUMMARY:

Responsible for the planning, development and implementation of golf activities including: teaching and mentoring student athletes, instructing and advising team practices, training sessions and contests, and effectively recruiting student athletes while working with the admissions office.

REQUIREMENTS:

Master's degree and 2-5 years of experience coaching golf preferred. Requires personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Must be able to successfully lead and mentor students relative to their Christian faith. Also requires: ability to teach and coach student athletes (team and individual), to inspire and motivate student athletes, ability to foster relations with internal staff and student athletes, and to manage and maintain confidential and private information. Role requires: effective interpersonal, written, and electronic communications skills, including the ability to convey complex information in accessible terms to diverse or multicultural groups, computer proficiency using software and enterprise systems appropriate for the complexities of the role and its functions.

RESPONSIBILITIES:

1. Organizes, conducts, and implements practice sessions along with a strength and conditioning program. This includes both an in-season and out of season plan.
2. Works in coordination with the office of the Athletic Director to prepare a budget
3. Orders equipment and supplies for the Men's and Women's Golf team. Must follow the proper procedure with purchase order to be explained upon acceptance of job.
4. Submits travel requests to the Athletics office secretary. If vehicles are involved or requested requests are made to Physical Plant. Coach must plan and organize all trips which includes an adequate departure time to plan for a safe and timely arrival.
5. Prepares team schedule and submits to office of the Athletic Director for approval. Westmont College is committed to student-athletes being students first so special attention should be given to the schedule so that the student athletes miss a minimal amount of class.
6. Compiles a spreadsheet of athletes, social security numbers, and years of competition to give to the athletic secretary for eligibility forms; obtain signatures of all team members for the NAIA certificate of clearance.
7. Is in charge of recruiting student athletes for Men's and Women's Golf.
8. Recommends amount of athletic scholarship for Men's and Women's Golf athletes. Keeps financial records of the financial aid given in order to comply with Conference limitation and reporting requirements.
9. Creates and provides accurate roster to the Athletics Secretary and Sports Information Director at the beginning of each season.

10. Utilizes Scoutware for maintaining a current database of recruits, alumni, financial supporters, current team members, and other key people.
11. Informs all team members of specific eligibility regulations and gives council to team members with regard to their responsibility to maintain their eligibility status.
12. Submits check requests and keeps track if the following items:
 - a. Food and lodging
 - b. Entry fees
 - c. Recruiting expenses
 - d. Officials
13. Informs Athletic Trainer of practice time and specific needs regarding laundry of practice uniforms and game uniforms.
14. Works in coordination with the Athletic Trainer to ensure athletes have passed all medical examination and medical/insurance forms necessary.
15. Keeps a dialogue with the Athletic Trainer and team doctor regarding injured players for a successful rehabilitation program and clearance protocol for resuming activity.
16. Keeps an accurate and current inventory of supplies and equipment. An inventory should be completed at the end of every season and be available should the Athletic Director request it.
17. Works in collaboration with the Sports Information Director's office to administer home contests including officials, score keepers, statistics, equipment, field preparation, etc.
18. Submits expense reports, according to policy, for all cash expenditures with receipts.
19. Accurately keeps a record of Men's and Women's Golf matches and reports to the Sports Information Director's Office.
20. Responsible for knowing all current NAIA and GSAC rules, policies, and deadlines respective to Men's and Women's Golf.
21. Responsible for the conduct, public image, and adherence of behavioral expectations of student athletes and the team. Violations must be reported to the Athletic Director's office and disciplinary action must be taken.
22. Ensures that all athletes have signed the Code of Conduct Document each year.
23. Attends GSAC coaches' meetings.
24. Submits paperwork for athletes which qualify for All Conference, All Americans, Academic All Americans, and special awards candidates.
25. Creates and implements fundraising strategies in connection with the Athletics Development Director.
26. Promotes the college and the Men's and Women's Golf program in the community and with the alumni.
27. Works in conjunction with the Admissions office to ensure that applicants interested in Men's and Women's Golf are treated professionally and responded to in a timely manner.
28. Westmont's Christian tradition requires coaches to play a significant role in the spiritual development of the student athlete. It is up to the coach to provide this spiritual leadership.

29. The mission of Westmont College states, "Westmont College is an undergraduate, residential, Christian, liberal arts community serving God's kingdom by cultivating thoughtful scholars, grateful servants and faithful leaders for global engagement with the academy, church and world." Athletic teams are expected to represent the quality of the institution by abiding by this mission statement. The most objective measure of success is wins and losses. Coaches should lead their program with a strong priority of being successful, without compromising the mission statement or integrity of the College.
30. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
31. All other duties as needed.

Reports to: Athletic Director

Jan. 2021