



# Assistant Golf Coach

<b>Department:</b>	Athletics	<b>Job Class:</b>	Coach
<b>FLSA:</b>	Non-Exempt	<b>Job Grade:</b>	Extra Pay Salary Schedule
<b>Category:</b>	Classified	<b>Contract Terms:</b>	N/A
<b>EEO-4:</b>	Paraprofessionals	<b>Date:</b>	April 2018

**SUMMARY:**

Assist the head coach with the golf program at the assigned school. Instructs student athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student athlete shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence. Responsible to collaborate effectively with a team comprised of teachers, administrators, coaches, sponsors, students, parents, District office staff and members of the community.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coaches and instructs golf team, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
- Works with golf team during practices and meets.
- Holds organizational meetings for team prospects and encourages students to participate.
- Develops a regular practice schedule and organizes practice time to provide both individual and team development.
- Observes golf team members, during events and practice to determine the needs for individual or team improvement.
- Organizes and directs individual and small group practice activities/exercises.
- Conferences with parents/guardians, as necessary, regarding the performance of their student.
- Works with the athletic director in scheduling facilities for practices and competition.
- Monitors the academic performance of team members to ensure that eligibility requirements are met.
- Establishes and maintains standards of pupil behavior and provides proper supervision of students at all times
- Follows established procedures in the event of an injury.
- Models sports-like behavior and maintains appropriate conduct towards volleyball team members, officials, and spectators.
- Acts as a team representative and promotes the volleyball team by communicating with the news media, booster clubs, service clubs, and other organizations.
- Follows established procedures for supplies and uniforms.
- Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
- Models non discriminatory practices in all activities.
- Follows state, regional, and district regulations governing the program.
- Complies with the rules and regulations as established by Garfield School District RE-2.
- Ability to use approved first-aid and CPR skills.
- Commit to working an off-season (summer) schedule to provide training and conditioning to team members.
- Supports the relationship between Garfield School District RE-2 and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and District staff.
- Perform other related duties as assigned or requested.

- Maintains regular and reliable attendance.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

- High School Diploma or equivalent AND
- Previous successful teaching, coaching and/or sport participation experience at the high school level preferred.

##### **Required Licenses or Certifications:**

- First Aid & CPR Certification - American Heart Association preferred.
- Possess or has the ability to obtain a valid Colorado Coaching Certificate.

#### **KNOWLEDGE AND SKILLS:**

##### **Knowledge of:**

- Effective coaching techniques and skills.
- Possess some knowledge of the rules, regulations, strategies, and techniques.

##### **Knowledge of (Class Standard):**

- State and federal laws and regulations governing work performed.
- District policies and procedures.

##### **Skill in:**

- Strong people and computer skills.
- Strong organizational skills.
- Ability to follow directions and collaborate with team members.
- Ability to remain calm and respond to student behaviors appropriately.

##### **Skill in (Class Standard):**

- Supervising a team and delegating tasks and authority.
- Communicating effectively both verbally and in writing.
- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Developing, understanding, interpreting, and communicating policies and procedures.
- Establishing and maintaining effective working relationships.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

- Heavy lifting (50 lbs - items of various shapes and sizes).
- Overhead lifting and squatting required on a daily basis.
- Repetitive motion.
- Standing, bending and kneeling.
- Eye/hand coordination.
- Handling, talking, hearing and near acuity required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_