CALIFORNIA STATE UNIVERSITY, FRESNO

Position Description Form

Employee Name: TBA
Classification: 2376 - Coach
Prepared By (MPP/Chair): Tim Collins
Bargaining Unit: R03

Fresno State ID # Working Title: Head Women’s Golf Coach
FLSA Status: Exempt Date Prepared: 8/2021

Department: Athletics

POSITION DESCRIPTION

Overview:

Reporting to the Director of Athletics or designee, the Head Women’s Golf Coach will be responsible for the administration of an NCAA Division I Women’s Golf program to: ensure the health, well-being and academic success of the student-athletes and develop the competitive nature of the Women’s Golf program. The position is also responsible for developing and maintaining the sport budget; scheduling and organizing practice and competitions; ensuring that the program is operating in compliance with the NCAA, conference and university rules; developing and enforcing written team rules and expectations; recruiting quality student-athletes that are intent on graduating from the institution; assisting in the monitoring and maintenance of academic progress and eligibility of team members; supporting the philosophy, policies and procedures of the Department of Athletics; and to promoting intercollegiate athletics as an integral part of the university.

Major duties of the job include:

• Teach and develop sport specific skills and coaching strategies that enhance the athletic performance of student-athletes in practice and competition.
• Support the conditioning and training of student-athletes in conjunction with the strength/weight staff, the athletic training staff and team physicians.
• Emphasize academic success and retention to enhance graduation rates and the academic progress rate (APR).
• Recruit quality student-athletes in compliance with the institution's recruitment policy, and develop and enforce discipline through written team rules, Department of Athletics' code of conduct and university rules, policies and standards.
• Ensure that the program is operated in compliance with NCAA, Conference and University rules.
• Perform the administrative duties associated with being a Head Women’s Golf Coach including:
  o Developing and administering the sport's budget, preparing data and reports, as necessary;
  o Assisting in revenue generation and fund raising activities;
  o Assisting with and advocating for full compliance with NCAA, Conference, and University rules for all constituents.
  o Schedule and organize practice and playing competitions within the parameters identified by the Department of Athletics.
  o Coordination of team travel.
• The Head Women’s Golf Coach will be reasonably available to, and work professionally with, the media as well as cooperatively with the University and Department staff members.
• Perform all duties of a Division I Head Women’s Golf Coach with integrity and professionalism, on and off the field.
• Achieve team performance and success within the conference, regionally and nationally.
• Effective allocation of athletic scholarships to student-athletes within NCAA rules and parameters established by the Department of Athletics.
• Development of booster and fan support in conjunction with the Bulldog Foundation and marketing staff.
• Work effectively and cooperatively with staff and administration.
• Support the department's commitment to gender equity and ethnic diversity
• Support the department's commitments to rules compliance and academic integrity.

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Supervisory Responsibility:

<table>
<thead>
<tr>
<th>Who Supervises this Position:</th>
<th>Director of Athletics or their designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is Responsible for completing the Performance Appraisal:</td>
<td>Director of Athletics or their designee</td>
</tr>
<tr>
<td>What other classifications does this position supervise:</td>
<td>Part-time and/or volunteer assistant coaches</td>
</tr>
</tbody>
</table>

Qualifications:

**Required Knowledge, Skills, and Abilities:**

- Thorough knowledge of NCAA rules and regulations and a history of rules compliance.
- Coaching philosophy and teaching concepts compatible with the Athletic Department’s vision
- Proven track record of recruitment and retention of high-quality, successful student-athletes.
- History of success as a coach as evidenced by team success, as well as individual accomplishments by student-athletes under tutelage.
- Demonstrated ability to develop and maintain positive and professional relationships with student-athletes, administrators, support staff and community groups.
- Demonstrated ability to work effectively with individuals from diverse ethnic, cultural and socioeconomic backgrounds and project a professional approach and attitude.

**Required Education and Experience:**

- Bachelor's degree from an institution of higher education which is accredited by one of the six US regional accrediting associations or by an equivalent international institution of higher education.
- Minimum of five (5) years experience coaching women’s golf at the collegiate level.
- History of success as a coach as evidenced by sustained win/loss record

**Preferred Qualifications:**

- Women’s Golf coaching experience at the Division I level.
- Previous head coaching experience
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Employee Name: [Employee Name]
Position: Head Women’s Golf Coach
Department: Athletics
Date Prepared: 8/2021

WORKING ENVIRONMENT
Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

<table>
<thead>
<tr>
<th>PHYSICAL EFFORT</th>
<th>Number of hours/day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sitting</td>
<td>N/A 1-2 3-4 5-6 7+</td>
</tr>
<tr>
<td>2. Standing</td>
<td>☐ ☐ ☒ ☐ ☐</td>
</tr>
<tr>
<td>3. Walking</td>
<td>☐ ☐ ☒ ☐ ☐</td>
</tr>
<tr>
<td>4. Bending Over</td>
<td>☐ ☒ ☐ ☐ ☐</td>
</tr>
<tr>
<td>5. Crawling</td>
<td>☐ ☒ ☐ ☐ ☐</td>
</tr>
<tr>
<td>6. Climbing</td>
<td>☒ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>7. Reaching overhead</td>
<td>☐ ☒ ☐ ☐ ☐</td>
</tr>
<tr>
<td>8. Crouching</td>
<td>☐ ☒ ☐ ☐ ☐</td>
</tr>
<tr>
<td>9. Kneeling</td>
<td>☐ ☒ ☐ ☐ ☐</td>
</tr>
<tr>
<td>10. Balancing</td>
<td>☐ ☒ ☐ ☐ ☐</td>
</tr>
<tr>
<td>11. Pushing or pulling</td>
<td>☐ ☒ ☐ ☐ ☐</td>
</tr>
<tr>
<td>12. Lifting or carrying</td>
<td>☐ ☒ ☐ ☐ ☐</td>
</tr>
<tr>
<td>A. 10 lbs. or less</td>
<td>☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>B. 11 to 25 lbs.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>C. 26 to 50 lbs.</td>
<td>☒ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>D. 51 to 75 lbs.</td>
<td>☒ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>E. 76 to 100 lbs.</td>
<td>☒ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>F. Over 100 lbs.</td>
<td>☒ ☐ ☐ ☐ ☐</td>
</tr>
</tbody>
</table>

Yes No

16. Driving cars, trucks, forklifts and other equipment ☒ ☐
17. Being around scientific equipment and machinery ☐ ☒
18. Walking on uneven ground ☒ ☐

MENTAL EFFORT

<table>
<thead>
<tr>
<th>Number of hours/day</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A 1-2 3-4 5-6 7+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENVIRONMENTAL FACTORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of hours/day</td>
</tr>
<tr>
<td>N/A 1-2 3-4 5-6 7+</td>
</tr>
</tbody>
</table>

1. Directing Others ☐ ☐ ☒ ☐ ☐
2. Writing ☐ ☒ ☐ ☐ ☐
3. Using math/calculations ☐ ☒ ☐ ☐ ☐
4. Talking ☐ ☒ ☐ ☐ ☐
5. Working at various tempos ☐ ☒ ☐ ☐ ☐
6. Concentrating amid distractions ☐ ☒ ☐ ☐ ☐
7. Remembering names ☐ ☒ ☐ ☐ ☐
8. Remembering details ☐ ☒ ☐ ☐ ☐
9. Making decisions ☐ ☒ ☐ ☐ ☐
10. Working rapidly ☐ ☒ ☐ ☐ ☐
11. Examining/observing details ☐ ☒ ☐ ☐ ☐
12. Discriminating colors ☐ ☒ ☐ ☐ ☐
13. Inside ☐ ☐ ☐ ☐ ☐
14. Outside ☐ ☐ ☐ ☐ ☐
15. Humid ☐ ☒ ☐ ☐ ☐
16. Hazards ☐ ☒ ☐ ☐ ☐
17. Cold ☐ ☒ ☐ ☐ ☐
18. High places ☒ ☐ ☐ ☐ ☐
19. Hot ☐ ☐ ☐ ☐ ☐
20. Dry ☐ ☐ ☐ ☐ ☐
21. Wet ☐ ☒ ☐ ☐ ☐
22. Change of temp ☐ ☐ ☐ ☐ ☐
23. Change of temp ☐ ☐ ☐ ☐ ☐
24. Dirty ☐ ☒ ☐ ☐ ☐
25. Dusty ☐ ☒ ☐ ☐ ☐
26. Odors ☒ ☐ ☐ ☐ ☐
27. Noisy ☒ ☐ ☐ ☐ ☐
28. Working with others ☐ ☐ ☐ ☐ ☐
29. Working around others ☐ ☐ ☐ ☐ ☐
30. Working alone ☐ ☒ ☐ ☐ ☐

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