



Nueta Hidatsa Sahnish College

Position Description

POSITION: Head Golf Coach

DEPARTMENT: Athletics

ACCOUNTABLE TO: Athletics Director

LOCATION: New Town, ND Campus

CLASSIFICATION: PT, Temp.

FLSA STATUS: Exempt

PAY RANGE: DOQ

POSITION SUMMARY:

Performs a broad range of duties to sustain the maintenance of the golfing program. The position consists of the coordination of all aspects relative to the golfing program such as the purchasing of equipment, inventory of uniforms, budgeting of funds allocated to the program, the management of letters of intent, updating of stats within the NHS College web site, providing updates concerning media relations and any other duties as assigned by the Athletic Director.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Conducting and organization of all practice sessions and coach scheduled meets.
- Responsible for coordinating all fundraising activities associated with the Golf Program.
- Maintaining and providing updated player and team stats to the NHSC website throughout the golf season.
- Ensuring student athletes apply for admission and submit necessary documentation by deadlines listed.
- Monitor weekly student-athletes' academic progress while coordinating mandatory study tables with the Assistant Coach
- Responsible for active recruitment of student-athletes
- Provide guidance in terms of behavior to the student athletes
- Supervision of assistant coaches
- Transports athletes to and from the scheduled away games as needed.

Working Conditions:

Position will require working evenings, weekends, and out-of-town travel. Will need to be able to bend, stoop, walk, and run as part of daily functions.

Minimum Qualifications:

1. Must have a working knowledge of golf and have previous coaching experience and/or collegiate playing experience.
2. Must have experience in prevention and care of athletic injuries.
3. An acceptable motor vehicle record. A copy will need to be submitted upon application.

Preferred Qualifications:

Experience in working with college age adults preferred. Must have knowledge, or background in American Indian Culture. Athletic Trainer certification is also preferred.

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, cover letter, resume, and three (3) reference letters to:

Sidney Prospere
Human Resources Coordinator
Nueta Hidatsa Sahnish College
P.O. Box 490 / 220 College Drive
New Town, ND 58763
Humanresources@nhsc.edu