



## **UNIVERSITY SCHOOLS**

### **JOB DESCRIPTION**

**JOB TITLE: Head HS Girls Golf Coach**  
**REPORTS TO: Athletic Director**

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#### **Position Summary**

The Head High School Girls Golf Coach is responsible for leading and managing all aspects of the girls golf program at University Schools. This position supports student-athletes in developing their athletic skills, sportsmanship, and character while fostering a positive and competitive team environment. The Head Coach works collaboratively with the Athletic Department and feeder programs to ensure program alignment and long-term success.

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#### **Essential Functions**

##### **1. Program Leadership & Development**

- Organize, lead, and oversee all levels of the Girls Golf program
  - Develop and implement practice plans, training strategies, and competition preparation
  - Build a positive, inclusive, and growth-oriented team culture
  - Serve as a role model for student-athletes, demonstrating professionalism and sportsmanship
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##### **2. Coaching & Student Development**

- Provide instruction in golf skills, rules, and strategies
  - Mentor student-athletes in personal development, teamwork, and accountability
  - Promote academic success and positive behavior among participants
  - Support student-athlete safety and well-being at all times
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##### **3. Compliance & Administration**

- Know, understand, and ensure compliance with all CHSAA rules and regulations
  - Educate assistant coaches and program staff on applicable policies and expectations
  - Complete required administrative duties including rosters, communication, and reporting
  - Coordinate schedules, events, and program logistics in collaboration with the Athletic Department
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##### **4. Collaboration & Program Alignment**

- Partner with middle school and Jr. Bulldog coaches to support program continuity
  - Maintain positive relationships with students, families, staff, and community members
  - Communicate effectively with the Athletic Department regarding program needs and updates
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#### **Additional Duties**

- Attend required meetings, trainings, and school events
  - Assist with off-season planning, including summer activities and athlete engagement
  - Perform other duties as assigned by the Athletic Director
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**Minimum Qualifications**

**Education**

- High school diploma or equivalent required

**Experience**

- Previous golf coaching experience preferred
  - Experience mentoring or working with students required
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**Licenses & Certifications**

- CHSAA coaching certification (required or ability to obtain prior to season)
  - Current First Aid/CPR certification (preferred or ability to obtain)
  - Must pass required background checks in accordance with state and district policies
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**Compensation & Benefits**

- Compensation is based on experience and qualifications in alignment with the University Schools Co-Curricular Stipend Schedule as approved by the Board of Governors
  - This position is not eligible for benefits
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**Schedule**

- Season runs from February through May
  - Availability prior to season to meet with student-athletes and organize summer programming is preferred
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**Working Conditions**

- Work is performed in outdoor golf course settings and school environments
  - Exposure to varying weather conditions
  - Evening and weekend hours required during season
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**Physical Requirements**

- Ability to stand and walk for extended periods
  - Ability to demonstrate golf techniques and supervise practices
  - Ability to lift and carry equipment as needed
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Received and reviewed: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

**DISCLAIMER:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. University Schools reserve the right to modify or assign additional duties as necessary.