OTERO
HSI HISPANIC SERVING INSTITUTION

VACANCY ANNOUNCEMENT

Position Title: Head Men's and Women's Golf Coach
Position #: 100080
Position Status: Full-Time
Reports To: Director of Athletics and Fitness Center

POSITION SUMMARY:

The Head Coach is responsible for the overall management and supervision of a designated intercollegiate athletic program. The coach is expected to create a competitive, supportive, and educational environment that promotes the academic and athletic success of student-athletes, while aligning with the mission and values of Otero College.

DUTIES AND RESPONSIBILITIES:

Coaching:

1. Serve as Head Coach for the assigned intercollegiate athletic program.
2. Recruit and recommend the acceptance of prospective student-athletes.
3. Plan and supervise practices, training sessions, and competitive events.
4. Teach sport-specific skills and strategies while fostering teamwork, integrity, and inclusion.
5. Coordinate all travel arrangements for scheduled intercollegiate competitions.
6. Work with the Athletic Director to schedule games and matches in accordance with NJCAA and Region IX policies, prioritizing minimal disruption to academic schedules.
7. Monitor academic progress and eligibility of student-athletes; implement study sessions and tutoring support when needed.
8. Provide program data and reports to the Athletic Director as requested.
9. Hire, train, and supervise assistant coaches and support staff.
10. Operate the program with integrity in compliance with NJCAA, Region IX, and institutional regulations.
11. Stay informed and compliant with NJCAA Handbook rules, eligibility standards, and procedures.
12. Work in partnership with the Athletic Trainer for injury management and ensure timely documentation of incidents.
13. Oversee the setup and logistical arrangements for home contests.
14. Support and collaborate with other athletic programs and coaching staff.
15. Organize and direct youth camps, clinics, or outreach events.
16. Promote equity and inclusion by mentoring a diverse group of student-athletes in a culturally competent manner.
17. Engage the team in meaningful community service projects.
18. Provide annual Title IX and sexual assault training to all student-athletes and ensure accountability to behavioral standards.

Other Responsibilities:

1. Serve as a point of contact for prospective athletes and their families regarding the recruitment process, campus visits, and program structure.

2. Guide student-athletes on expectations for class attendance, behavior, and accountability; report violations to the Athletic Director.
3. Maintain discipline within the program to ensure compliance with athletic and institutional expectations.
4. Collaborate with the Recruitment and Social Media Coordinator to provide team information for media guides, promotional materials, and the college website.
5. Participate in fundraising initiatives and corporate sponsorship activities.
6. Foster strong relationships with faculty, staff, students, alumni, media, and community stakeholders.
7. Promote and represent the program through active community involvement and outreach.
8. Establish and maintain connections with local high schools and community organizations.
9. Assist in marketing and outreach efforts, including team branding and partnership development.
10. Coordinate facility usage with other campus and community groups; communicate needs and scheduling with the Athletic Director.
11. Obtain and maintain a Commercial Driver's License (CDL); drive college vehicles for team travel and events, completing pre- and post-trip safety checks.
12. Regularly update local and regional media outlets with team results, highlights, and news.
13. Perform additional duties as assigned by the Athletic Director.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or equivalent combination of experience, training, and education
- Coaching experience at the high school, club, or collegiate level
- Effective interpersonal and communication skills
- Valid and unrestricted driver's license with the ability to obtain a CDL with passenger endorsement. Proof of a valid driver's license must be provided upon hire.
- Flexibility to work a varied schedule, including evenings, weekends, and travel

PREFERRED QUALIFICATIONS:

- Master's Degree
- Recruiting experience
- Familiarity with NJCAA rules and eligibility compliance
- Successful coaching experience at the college level
- Playing experience at the college level
- Ability to work cooperatively and effectively with diverse student populations
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

SALARY:

$38,760 - $42,000 with an excellent and competitive benefit package including retirement, health, vision, dental and life insurance, sick and annual leave. Benefit Information
11-month renewable position. 241 work days/year

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume

3. Copies of transcripts (A.A., B.A., and M.A.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – priority will be given to applications received by August 5, 2025

POSITION START DATE:

ASAP

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050
FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check and drug screening before an offer of employment can be extended.

*****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.*****
*****Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. *****

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also know as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its EO/TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu , or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: http://www.ojc.edu/content/marketing/catalog.pdf. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

Advanced Ag/Business Management
ABM Financial Analysis
Ag/Business Marketing and Risk Management
ABM Records and Business Planning
Rural Business Entrepreneurship
Cosmetology
Hair Stylist
Nail Technician
Esthetician

Crop Production
Intro to Horticulture
Horticulture
Emergency Medical Technician
EMT Intermediate
Community Health Worker
Law Enforcement Training Academy
Livestock Production
Agriculture Production Management
Artificial Insemination
Nurse Aide
Practical Nursing
Phlebotomy
Oxyacetylene
Welding Fundamentals I
Welding Fundamentals II
Welding Production
Advanced Welding Pipe
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.