



JOB DESCRIPTION

Chapter Overview

The First Tee of Greater Tyler is one Chapter of a national/international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from many other successful junior golf programs.

Mission Statement

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

Position Title: Administrative Assistant

Exempt Status: Non-Exempt, Part-time Hourly

Reports to: Executive Director

Summary of the Job: Performs administrative duties and support tasks.

Essential Functions:

- Performs regular administrative duties as needed, including providing telephone support, screening visitors and arranging and scheduling meetings and appointments.
- Performs administrative tasks for supervisor and others as assigned.
- Obtains additional information as needed to complete reports on sensitive or special management communications.
- Processes correspondence, files and performs other specific duties for management staff.
- Orders and maintains all departmental supplies.
- Communicate with and submit documentation as required by The First Tee Home Office
- Maintain donor data base and communication with the Executive Director and Board
- Develop promotional and collateral material

- Assist program director with scheduling and sign-up of participants
- Other duties as assigned by the Executive Director and Program Director

Required Education/Experience:

- High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Necessary Skills:

- Ability to read, analyze and interpret general business items.
- Ability to write information and respond to questions from parents, participants, donors, and the general public.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Proficient personal computer skills including electronic mail, record-keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Prioritize, organize, and delegate assignments.

Physical Activity/Dexterity:

- Light physical activity performing non-strenuous daily activities of an administrative nature.
- Manual dexterity sufficient to reach/handle items and work with fingers. Works with fingers and perceives attributes of objects and materials.
- Ability to lift up to 10 pounds.

Working Conditions/Environment:

- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.
- Moderate noise (e.g. business office with computers and printers, light traffic).

Work Schedule/Hours:

- Monday through Friday; with a flexible schedule. 20 hour / week commitment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Please submit resume to Jon Honea at Jhonea@texasbankandtrust.com