Position: Golf Program Specialist

Salary/Wage: Hourly position. Around $16,500 annual

1:00pm to 6:00pm during school months. 9:00am-2:00pm during summer months

Location: Martin County, FL

Job Description

Under the direct supervision of the Program Coordinator, the Golf Program Specialist is responsible for directing and advancing the Clubs’ mission by overseeing The First Tee of The Treasure Coast programs. The Boys & Girls Clubs Golf Program Specialist will assist The First Tee Chapter Coach in implementing the curriculum to our members. The Specialist will provide leadership and guidance to our club members and work with The First Tee to develop, plan, promote and schedule all transportation to each of the selected courses indicated by The First Tee Program.

Roles and Responsibilities

GPS/Coaching:

* Must be willing to go through the Assistant Coach Training (ACT) Class
* Assist the coach with implementation of The First Tee Life Skills Experience as outlined in The First Tee guidelines
* Make the game and experience fun for participants
* Provide a safe environment
* Conduct “In Club” orientations for participants and Parents
* Commit to ongoing education in The First Tee Coach’s Program as mutually agreed upon. The First Tee training requires Coaches to complete post-training requirements to remain an active Coach of The First Tee. Failure of a Coach to complete all post-training requirements will disqualify a Coach from continuing to coach The First Tee programs.
* Provide daily transportation for the 12-15 members to the designated golf course that will be selected by First Tee

Program Scheduling:

* Coordinate club schedules and develop a transportation model for three to five club sites.
* Deliver The First Tee Golf and Life Skills programming in partnership with the Chapter Coach utilizing the provided curriculum from The First Tee and becoming proficient in the delivery of the different levels of The First Tee: Player, Par, Birdie and Eagle lessons and curriculum (highest level as mutually agreed upon), as a progression of the growth of the Life Skills Experience program.

Management/ Administration:

* Record club members attendance at each program session
* Maintain and organize all equipment storage areas after each class.
* Assist the Chapter Coach with program policies and procedures
* Be available to attend training sessions and Coaches meetings.
* Commence and end the scheduled lessons on time

Parents:

* Lead parent orientation regarding the overview of the first Tee Golf Program in the Clubs
* Communicate with parents/participants through web site, email, and mail
* Provide opportunities to engage parent’s in their child’s learning

Preferred Work Experience:

* Ability to work a flexible schedule including late afternoons, evenings and weekend (BGC CLUB dependent) as well as summers (hours will be based on the grant)
* Strong Organizational skills
* Communication Skills
* Ability to teach lessons and communicate verbally in a positive way to members
* Model The First Tee Nine Core Values