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## Employment Details

Position: Golf & Life Skills Experience Coordinator

Post Date: 2/9/17

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**Chapter Name:** The First Tee of Monterey County

**Salary/Wage:** \$12.50 - \$16.00 per hour

**Location:** Salinas, CA

### Job Description

Type Job Description here.

#### Duties and Responsibilities

- Promote The First Tee's mission by modeling The First Tee Nine Core Values and adherence to The First Tee Code of Conduct
- Active in The First Tee Coach training program
- Proficient in the delivery of TARGET, PLAYer, Par, Birdie and Eagle lessons
- Ensure that classes are set up according to the lesson plan at least 30 minutes prior to the start of the scheduled lesson
- Utilize yardage books during lesson time and encourage participants to use books outside of class time
- Create Lesson Plans for TARGET, PLAYer, Par, Birdie and Eagle classes and make available to all volunteers including school teachers, and junior mentors
- Conduct student Skills Reviews
- Provide a safe environment in all areas
- Attend pre-lesson coaching sessions for coaches and volunteers at least 15 minutes prior to the start of every lesson
- Meet and greet daytime participants in front of flag poles
- Meet and greet after-school participants at specified base camp
- Maintain equipment including organization and security of equipment storage areas
- Encourage and assist qualified youth to participate in golf tournaments, TFT home office opportunities and local chapter events
- Conduct "On-Course" orientations for participants, parents and volunteers
- Participate in regular parent meetings and clinics
- Involve volunteers and golf professionals in The First Tee Coach Program
- Be available for travel to attend academies, regional and annual meetings and training sessions
- Schedule and attend participant reward and celebration events
- Convey the Chapter's brand image to the public
- Perform duties out of class, as assigned

#### Other Responsibilities:

- Assist Golf and Life Skills Experience Coordinator in representing the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts

- Assist Golf and Life Skills Experience Coordinator in adhering to the operating budget
- Assist Golf and Life Skills Experience Coordinator with the development of new procedures, schedules and programs
- Assist as a chapter contact for applicants, volunteers, teachers, principals, students and parents
- Create flyers and notices to participants and parents regarding schedule changes, special events and related routine communication
- Network with TFT chapter colleagues and exchange best practice ideas
- Assist Golf and Life Skills Experience Coordinator and Executive Director/Deputy Executive Director with public education and outreach activities (School, Kiwanis, Rotary Chambers of Commerce etc), including public presentations, advocacy, training and testimony
- Assist with Parent Orientations and maintain communication with parents

**Preferred Experience**

- At least two years' experience in a youth development organization and/or as a credentialed school educator
- At least two years' experience as a Recognized The First Tee Coach and/or as a PGA or LPGA golf professional or apprentice

**Education**

- Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California.
- Business school graduation or two years of college-level courses generally related to the activities.
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation or related field.

**Other Qualifications**

- Successfully pass criminal background checks through the California Department of Justice and FBI
- Possess an appropriate California Driver License with a driving record acceptable to the Future Citizens Foundation.
- Be insurable by The First Tee of Monterey County
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work from the Immigration and Naturalization Service
- Bilingual fluency in English and Spanish is desirable

**Preferred Qualifications:**

- Recognized The First Tee Coach
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation Social Work, or related field
- At least three years' experience as a PGA of America or LPGA teaching professional
- Demonstrate exceptional communication, fiscal management and managerial skills
- Experience in identifying and managing an instructional staff and volunteers

**Physical Requirements:**

- Position requires standing, walking, crawling, and sitting. Position involves use of a keyboard involving repetitive motions with fingers, and the use of a telephone and face-to-face

communications that require accurate perception of speech as well as talking and hearing. Position requires the use of tools or controls. The employee is occasionally required to sit for prolonged periods. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. The noise level in the work environment is usually moderate.

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### **Contact Information**

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Contact: Nayeli Barragan

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Chapter Website: <http://www.thefirstteemontereycounty.org/>

**To apply for this position, please email your resume to the address above.**