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## Employment Details

Position: Life Skills Coach

Post Date: December 15, 2016

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**Chapter Name:** The First Tee of Contra Costa

**Salary/Wage:** \$20-35/ hr based on experience

**Location:** Contra Costa/ Solano Counties

**Position Type:** Life Skills Coach

**Preferred Education Level:** High School

**Preferred Certification Level:** Level I in training

### Job Description

The Golf and Life Skills Coach is responsible for guiding and coaching young people to become responsible future citizens and committed, active golfers. Positively impacting their lives through The First Tee Golf and Life Skills Experience using lesson plans and The First Tee Coach Building Blocks.

Coaches will write and deliver lesson plans that correspond with the core lessons laid out in The First Tee curriculum. Sample lesson plans may be provided. Each lesson will include 3 components (warm up, core lesson instruction, wrap up).

Coaching opportunities may arise at any of our 5 partner golf courses and after school facilities.

**Preferred Work Experience:** Golf Instruction, The First Tee Coaching experience

### Responsibilities

- Must be active in The First Tee Coach program (training costs may be covered by the chapter)
- Maintain a professional and cordial attitude towards co-workers, volunteers, participants and their parents
- Become proficient in the delivery of TARGET, PLAYer (1&2), Par (1&2), Birdie (1&2) and Eagle
- Model The First Tee Nine Core Values
- Maintain consistent and regular attendance
- Commence and end scheduled lessons on time
- Conduct pre lesson coaching sessions for coaches and volunteers at least 15 minutes prior to the start of every lesson
- Convey the Chapter's brand image to the public
- Create and distribute Lesson Plans
- Conduct The First Tee Certification each session
- Monitor the quality of equipment and inform the Director of Programming of equipment needs
- Maintain and organize equipment storage areas
- Assist Director of Programming with the development of new procedures and programs to improve student retention including recognition and longevity awards

- Encourage and assist qualified youth to participate in golf tournaments, Home Office opportunities and local chapter events
- Provide chapter office with accurate participant class attendance records
- Conduct “On-Course” orientations for participants, parents and volunteers
- Participate in regular parent meetings and clinics
- Make the game fun for youth participants
- Provide a safe environment in all areas
- Involve volunteers and golf professionals in The First Tee Coach Program
- Demonstrate exceptional communication, fiscal management and managerial skills
- Adhere to the standards of The First Tee Code of Conduct
- Be charismatic, personable, and motivational in working with youth
- Be available to attend academies, regional and annual meetings and training sessions

Development and Community Outreach:

- Assist Director of Programming in representing the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Assist as a chapter contact for applicants, volunteers, students and parents
- Network with other chapter colleagues and exchange best practice ideas
- Assist Program Director with expanding the chapter curriculum
- Assist with Parent Orientations and maintain communication with parents

General Responsibilities:

- Respond to requests for data in accordance with the policies of The First Tee
- Perform duties out of class, as assigned
- Assist Director of Programming in adhering to the operating budget

Administration duties:

- Handle walk-in participants, volunteers, potential donors and parents in a polite and courteous manner
- Operate standard and specialized office equipment
- Providing chapter office with participants’ information and progress through the skills review process
- Relay students’ certification information to parents
- Provide factual information regarding inquiries about The First Tee programs and activities, as well as The First Tee home office programs and opportunities
- Create flyers and notices to participants and parents regarding schedule changes, special events and related routine communication

**Qualifications**

## **EXPERIENCE AND EDUCATION GUIDELINES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, experience and or ability required. Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by The First Tee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Preferred Experience

- At least two years experience in youth development
- Completed Phase 2 or higher in the First Tee Coach Program
- At least two years experience as a credentialed school educator
- At least two years experience 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. Business school graduation or two years of college-level courses generally related to the activities of the employing organizational Foundation are desirable. Bachelors Degree in the areas of sports administration, education, recreation or related field

## **SPECIAL REQUIREMENTS:**

Knowledge of – The game of Golf, rules and etiquette, The First Tee Life Skills Experience, The First Tee Nine Core Values, The First Tee Mission and Education Objective. The use of personal computers and various Windows-based applications programs. Basic telephone etiquette, the proper use, and operation of telephone and related communications systems. Business letter writing and the standard format for typed materials. Basic record keeping principles and practices, basic business mathematics, and the operation of standard office equipment.

Ability to – Give excellent customer service, communicate clearly and concisely in oral and written English. Read, understand, and apply established policies of The First Tee participant services department. Follow oral and written instructions. Work under the pressure of time deadline and perform multiple tasks concurrently. Assess the critical importance of information received from various sources.

Deal effectively and compassionately with the public under normal and confrontational circumstances.

Establish and maintain effective working relationships with those contacted in the course of work. Learn to operate specialized department/office equipment and read and interpret specialized department documents. Operate a personal computer, including spreadsheet and word processing programs, and learn specialized The First Tee programs.

Licenses and Certificates – Possess an appropriate Driver License with a driving record acceptable to The First Tee.

Physical Abilities and Work Environment – While performing the essential functions of this job, the employee must be able to sit or stand for periods of time and may spend time indoors, in a controlled environment, and outdoors in an uncontrolled environment. The employee may experience a low noise level in the work environment, have excellent uncorrected hearing and a clear unaccented easily understood voice when communicating with the public in person and by telephone. Stoop, bend, kneel, and lift up to 50 lbs. Use keyboard equipment for lengthy periods of time.

Other

- 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
- Take an Department of Justice and FBI background check
- Be insurable by The First Tee insurance carriers
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral, or diagram form. Ability to deal with problem involving several concrete variables in standardized situations.

### **General**

- Base hourly wage is \$20 per hour. Hourly wage increases up to \$35 per hour awarded based on credentials with The First Tee and/ or the PGA or LPGA.
- Wages are paid for actual class times, up to 1 hour prior to class for set up and up to 45 minutes after class to allow time for clean up and review with parents and participants.
- Time spent developing lesson plans is paid up to 45 minutes with submission of a complete lesson plan that has been delivered.

**All candidates are subject to a background check, drug screening, and pre-employment physical.**

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### **Contact Information**

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Chapter Name: The First Tee of Contra Costa

Job Code:

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