



## **Golf Professional & Life Skills Coach** (Full-Time)

### **Chapter Overview**

The First Tee of Augusta 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 & Golf 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 in the Central Savannah River Area (CSRA) by creating affordable and accessible golf facilities primarily to serve those who have not previously had exposure to the game and its positive values.

### **Reports to**

The Head Golf Professional reports to the Executive Director.

### **Supervises**

The Head Golf Professional manages all pro shop, range and cart staff, and works closely with Program Director

### **Employment Status**

Full time, Exempt

### **Preferred Qualifications**

- Passionate about positively impacting young people, especially underserved youth who might not have otherwise been exposed to the game of golf
- Must embody and model The First Tee's positive core values: honesty, integrity, courtesy, responsibility, judgment, respect, perseverance, confidence and sportsmanship.
- Must have a demonstrated commitment to the success of underserved youth, and students
- Charismatic, personable, and motivational in working with youth
- Demonstrated strong work ethic, and an aim toward excellence.
- Experience The First Tee Coach (Level I or higher)
- At least three years experience as a golf professional or assistant golf professional preferred.
- Exceptional communication, fiscal management and managerial skills
- Bachelor's Degree in the areas of sports administration, education, recreation or related field preferred.

### **Job Summary**

The Golf Professional conducts golf and life skills instruction, actively participates in program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills and Golf Experience. The Golf Professional is also responsible for the operation/supervision of daily golf and pro-shop operations, facility management, and establishing and maintaining an environment that is consistent with the goals and objectives of the program. The Golf Professional is also responsible for the fiscal management, policy implementation and safety of the pro shop and golf course.

The Golf Professional will work closely with other The First Tee coaches and volunteers to teach all youth, but especially underserved, low to moderate income, at-risk, minorities, females and physically challenged positive life skills through the game of golf. The Head Golf Professional will work closely with the Program Director to create a fun and education golf center for youth, to include planning, recruiting students and volunteers to participate in our programs, conducting The First Tee of Augusta School Golf Program, camps and clinics, tracking student progress, and the supervision of daily facility operations.

Please note that this is NOT your typical club Golf Professional position. Candidates MUST be able to manage large groups of inexperienced and experienced junior golfers from diverse backgrounds, as well as prepare and implement fun and engaging golf and life skills lesson plans in accordance with The First Tee curriculum, and provide top quality golf instruction and experience for the youth we serve. The position can be physically demanding at times.

### **Duties and Responsibilities**

#### **Programming**

- Actively pursue The First Tee Certified Coach certification
- Become proficient in the TARGET program and the delivery of Par, Birdie, Eagle and Ace modules
- Develop programs and implement The First Tee curriculum as outlined in The First Tee guidelines
- Satisfy equipment needs for the programs
- Conduct "On-Course" orientations for participants
- Track participants' information and progress
- Teach The First Tee Life Skills and Golf Experience and administer testing and certification
- Participate in regular parent meetings and clinics
- Create and implement off-season programs
- Develop a retention plan to move participants through the certification levels
- Make the game fun for juniors
- Make available additional private lessons
- Provide a safe environment
- Maintain the quality of equipment and all instructional areas
- Provide club fitting and repair services
- Involve volunteers and golf professionals in The First Tee Coach Program
- Assist in the development/selection of training aids and materials
- Recruit and train Golf Professionals to help with instruction
- Develop a volunteer support system to ensure recognition and longevity
- Maintain, post and submit accurate records for participants into appropriate databases
- Provide instruction for School Golf Program
- Cultivate and secure "Access Affiliate" relationships with local golf courses so that members of The First Tee of Augusta can play Affiliate courses at discounted rates.

## **Golf and Pro Shop Operations**

- Enforce TFT core values and dress code with students and public patrons
- Operate/assist with operation of pro shop during off-peak hours
- Track and reconcile daily receipts
- Deposit daily receipts
- Staff the driving range and pro shop
- Merchandise and maximize profitability of pro shop while keeping items affordable
- Oversee/conduct monthly pro shop and snack bar inventories
- Promote public play during off-peak hours
- Learn and become a proficient user of Pro-Shopkeeper
- Recognize hole-in-ones and other course achievements
- Train pro shop staff in all pro-shop and program processes necessary to support the pro shop and program operation
- Coordinate practice times, schedule and payment arrangement with local high school and college teams utilizing the TFTA facility.
- Assist in recruiting and training program volunteers
- Provide lesson opportunities and supervised practice for students and patrons
- Organize/assist with tournaments, special events and camp instruction
- Organize/assist with student tournament opportunities locally and with other TFT chapters
- Represent program to the golfing industry, associations, media, sponsors, foundations, contributors, and public.
- Analyze safety and implement any changes needed.
- Staff the driving range
- Maintain driving range balls and equipment
- Sort, maintain and disposition equipment donations
- Maintain golf cart fleet and range picker
- Maintain orderly condition of cart barn and club repair room
- Staff snack bar
- Merchandise and maximize profitability of snack bar while keeping item affordable

## **Facility Operations**

- Assist in preparation of budgets, including forecasting and review of all golf revenue and expenses on a daily, weekly, monthly and annual basis.
- Supervise physical inventories and the display of merchandise. Assist in the development of necessary systems to safeguard inventories.
- Effectively utilize practice areas
- Manage the golf operations staff and budget
- Schedule routine and preventive maintenance and repairs of club house to include: HVAC system, pest control, alarm system, interior and exterior surfaces, etc.)
- Ensure club house receives proper custodial care.

## **Equipment**

- Sort, maintain and disposition equipment donations
- Develop and implement system to prepare donated clubs for repair and redistribution to kids
- Repair clubs for members and public patrons as needed
- Maintain program equipment in good condition

**Administrative**

- Learn and become a proficient user of POS software, TFT Participant database, and TFTA website.
- Track and maximize pro shop and snack bar profitability
- Develop policies and procedures for pro shop and snack bar operations
- Update website as necessary to promote golf course and pro shop
- Review performance of pro shop and snack bar personnel
- Assist in preparation of annual budget.

**Benefits**

- Health and Vision Insurance
- 2 Weeks Paid Vacation Annually
- PGA Dues (if applicable)

**Salary**

Negotiable

Candidate must be able to pass background screening prior to employment with The First Tee of Augusta

Submit resume, cover letter and three references to Jill Brown at [Jbrown@thefirstteeaugusta.org](mailto:Jbrown@thefirstteeaugusta.org)