

June 1, 2016

## **The First Tee of Greater Pasadena**

POSITION TITLE: **PASSIONATE LIFE SKILLS AND GOLF COACH**

ACCOUNTABLE TO: DIRECTOR OF PROGRAMMING

CLASSIFICATION: PART TIME HOURLY

HOURLY COMPENSATION: Minimum starting wage \$20/hr.; increases based on merit

*Our mission is to give young people opportunities for a better future. We do this through active involvement in life skills that are learned on the course, in the classroom, and in service to each other and the community.*

### **JOB OBJECTIVE**

The Life and Golf 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.

### **Duties and Responsibilities**

- Must be or quickly become active in The First Tee Coach program aspiring to become a recognized The First Tee Coach
- Maintain a professional and cordial attitude towards co-workers, volunteers, participants and their parents
- Become proficient in the delivery of TARGET, PLAYer, Par, Birdie and Eagle lessons
- Model The First Tee Nine Core Values
- Maintain consistent and regular personal 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
- As a "lead coach", create and distribute Lesson Plans for TARGET, PLAYer, Par, Birdie, Eagle and League Play classes and submit to Program Coordinator for approval 3 days prior to class
- Learns to conduct The First Tee Certifications
- Help monitor the quality of equipment and inform the Director of Programming of equipment needs
- Help maintain and organize all equipment storage areas
- Assist the Chapter with the development of new procedures and programs to improve student retention including recognition and longevity awards
- Be aware of, encourage and assist qualified youth to participate in golf tournaments, Home Office opportunities and local chapter events
- Provide Program Coordinator with accurate participant and volunteer class attendance records
- As a lead coach deliver day one parent orientation meetings for your classes
- Make the game fun for youth participants
- Provide a safe environment in all areas
- Demonstrate exceptional communication, fiscal management and managerial skills
- Adhere to the standards of The First Tee Code of Conduct

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- Be charismatic, personable, and motivational in working with youth
- Involve volunteers and golf professionals in The First Tee Coach Program
- Be available to attend academies, regional and annual meetings and training sessions

#### 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

#### **EXPERIENCE AND EDUCATION GUIDELINES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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

- Prior youth development experience
- Completed Assistant Coach Training Course online, Child Protection course, Level I or higher in the First Tee Coach Program or willing/able to do so at the first opportunity after being hired.
- Being a certified Golf Teaching Professional or have a golf background

#### 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 The First Tee of Greater Pasadena are desirable. Bachelors Degree in the areas of sports administration, education, recreation or related field a plus.

#### **SPECIAL REQUIREMENTS:**

Knowledge of and passion for – Developing young people, the game of Golf, rules and etiquette. Quickly learn the following: 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.

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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 corrected or uncorrected hearing and a clear, easily understood voice when communicating with the public in person and by telephone. Stoop, bend, kneel and lift up to 50 lbs.

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 is desirable
- Take and pass a 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.

Please submit resume to:

Dan Hufford

Program Coordinator, The First Tee of Greater Pasadena

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626-394-2989