



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

ACCOUNTABLE TO: SENIOR PROGRAM DIRECTOR

CLASSIFICATION: INDEPENDENT CONTRACTOR

HOURLY COMPENSATION: \$15+ COMMENSURATE WITH EXPERIENCE

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 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 philosophy.

Duties and Responsibilities

- Must be 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 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 for TARGET, PLAYer, Par, Birdie, Eagle and Ace classes
- Conduct The First Tee Certification
- Monitor the quality of equipment and inform the Senior Program Director of equipment needs
- Maintain and organize all equipment storage areas
- Assist the Senior Program Director 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 Program Coordinator with accurate participant class attendance records
- Provide Volunteer Coordinator with accurate attendance records

- Make the game fun for youth participants
- Provide a safe environment in all areas
- Involve volunteers and golf professionals in classes
- Demonstrate exceptional communication
- Adhere to the standards of The First Tee Code of Conduct
- Be charismatic, personable, and motivational in working with youth
- Be available to attend coaches meetings, annual meetings and training sessions

Community Outreach:

- Assist Director of Programming in representing the Chapter to the community and aid in marketing, public relations and communication efforts
- Assist as a chapter contact for applicants, volunteers, students and parents

Administration duties:

- Provide Senior Program Director with participants' information and progress through the skills review process
- Relay students' certification information to Senior Program Director
- Assist Programming Team with writing Thank You letters on a periodic basis

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

- At least two years experience in youth development
- Completed Phase I 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. 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.

Ability to – Give excellent customer service, communicate clearly and concisely. Read, understand, and apply established policies of The First Tee. 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.

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 easily understood voice when communicating with the public in person. Stoop, bend, kneel, and lift up to 50 lbs.

Other

- Take a background check during the hiring process
- 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.