



Employment Details

Position: Golf and Life Skills Coach

Post Date: 1/6/16

Chapter Name: The First Tee of the Virginia Peninsula,
a branch of the Peninsula Metropolitan YMCA

Salary/Wage: \$15/hr**Location:** Hampton to Williamsburg**Position Type:** Golf and Life Skills Coach**Job Category:****Preferred Education Level: Bachelors****Career Level:****Preferred Certification Level: Level 1 Coach****General Function:**

Under the supervision of the First Tee Program Director, and in harmony with the mission and values of the Peninsula Metropolitan YMCA, the Golf and Life Skills Coach is responsible for guiding and coaching young people to become responsible future citizens and committed, active golfers. The Golf and Life Skills Coach positively impacts children's lives through The First Tee Golf and Life Skills Experience using lesson plans and The First Tee Coach Building Blocks.

Essential Functions:

1. Support the mission, vision and goals of the YMCA.
2. Promote a professional work environment through character development by modeling the values of caring, honesty, respect and responsibility.
3. Lead in a manner that advances our cause to strengthen the foundations of community through programs that focus on youth development, healthy living and social responsibility.
4. Must be active in The First Tee Coach program aspiring to become a recognized First Tee Coach.
5. Become proficient in the delivery of TARGET, PLAYEr, Par, Birdie, and Eagle lessons.
6. Distribute Lesson Plans for TARGET, PLAYEr, Par, Birdie, and Eagle classes.
7. Conduct The First Tee Certification process.
8. Model The First Tee Nine Core Values and adhere to the standards of The First Tee Code of Conduct.
9. Maintain consistent and regular attendance.
10. Commence and end scheduled lessons on time.
11. Conduct lesson overview sessions for volunteer coaches at least 15 minutes prior to the start of every lesson.
12. Monitor the quality of equipment and inform the Program Director of equipment needs.
13. Maintain and organize equipment storage areas.
14. Maintain a professional and cordial attitude towards co-workers, volunteers, participants, and their parents.
15. Provide Program Director with accurate attendance records.
16. Provide a safe environment in all areas.
17. Demonstrate exceptional communication and self-management skills.
18. Be charismatic, personable, and motivational in working with youth.
19. Be available to attend academies, regional and annual meetings, and training sessions.
20. Assist with Parent Orientations and maintain communication with parents.
21. Wear staff uniform and name tag, or professional attire when appropriate.
22. Ensure all members, guests, and program participants are in a safe environment and actively follow branch Emergency Operations Plan (EOP).
23. Carry out other related duties as deemed necessary by The First Tee and branch operations to ensure an excellent member experience.



Qualifications:

1. Minimum of 18 years of age.
2. Experience working with children in a supervised setting preferred.
3. Experience as a college golf athlete preferred.
4. **Completed, or going to complete, a The First Tee Level 1 Training in 2016.**
5. Certification in CPR/First Aid/AED/O2 required within 60 days of hire.
6. Complete and maintain required trainings to include: New Employee Orientation (NEO), Bloodborne Pathogens, Child Abuse Prevention (CAP), and Sexual Harassment.
7. Satisfactory completion of a criminal background check and Child Protective Services check.

YMCA Competencies (Leader):

- **Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.
- **Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
- **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology

Skills and Ability Requirements:

- Ability to observe children's behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to communicate and work with assigned ages and skill levels and provide necessary instruction to participants.
- Visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities.
- Physical ability to respond appropriately to emergencies and those situations requiring first aid.
- Physical strength and endurance required to maintain constant supervision of children.
- Knowledge of the game of Golf, rules and etiquette, The First Tee Life Skills Experience, The First Tee Nine Core Values, and The First Tee vision.
- 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. 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.
- Possess an appropriate Driver License with a driving record acceptable to the YMCA.



- 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 must be able to jog, run, stoop, bend, kneel, and lift up to 50 lbs.

Effect on End Results

1. A quality program that provides a positive image of the YMCA and The First Tee of the Virginia Peninsula to members, participants, staff, volunteers, and the community.
2. Relationships are built with participants that promote their well-being and positive character development.
3. Growth in the number of individuals and volunteers participating in programs.
4. A stimulating program for all participants while providing a healthy, safe and rewarding environment.

Contact Information

Contact: Jessica Huss

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To apply for this position, please apply online for the Golf and Life Skills Coach position at <http://www.peninsulaymca.org/about/employment/available-positions/>.