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## Employment Details

Position: Summer Intern

Post Date: January 23, 2019

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**Chapter Name:** The First Tee of Greater Charleston

**Salary/Wage:** \$9.50 per hour

**Location:** Charleston, SC

**Position Type:** Summer (June-August) full time (approximately 35-40 hours per week)

**Job Category:** Programming

**Preferred Education Level:** at least one year of college

**Career Level:** Internship

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## Job Description

The 2019 summer intern will be involved with our outreach programs, Core Golf & Life Skills Program, and on-course participant opportunities primarily at our Patriots Point Golf Links location in Mount Pleasant. As the leader of the outreach programs, the intern will create lesson plans to engage new participants (mostly ages 7-12) from outreach partners such as Parks and Recreation Department camps and the YMCA. He/she will supervise our high school participant intern as well as other volunteers to help with these classes. For the Core Golf & Life Skills Program, the intern will assist the lead coaches with Core Golf & Life Skills mini-camps while also leading the chapter's PGA Junior League team throughout the summer. Participants at these camps vary in ability (new to very experienced) and age (5-18).

**Preferred Work Experience:** Some overall knowledge of the game of golf is necessary but is secondary to the ability to engage children and serve as a positive role model.

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## Responsibilities

### *Outreach Programs:*

- Lead 4-6 on-course outreach classes two days per week for partner groups such as the YMCA and Charleston Parks & Recreation department (all scheduling will be done by supervising Program Director)
- Develop lesson plans for outreach classes that combine life skills and golf skills in an activity-based setting
- Set up engaging activities each week
- Keep accurate rosters and attendance for all sessions
- Create a safe learning environment for all participants, volunteers, and coaches
- Manage high school intern and other volunteers
- Meet with the Program Director as needed to discuss lesson planning, progress, and successes

### *Core Golf and Life Skill Programs:*

- Three days per week, work as a member of the Core Programming team, headed by the lead coach
- Assist with on-course set up, parent sign in/sign out, activities, and anything else the lead coach needs.

- Lead the chapter's PGA Junior League team (with assistance from the Executive Director) practices and matches at golf courses throughout the Greater Charleston area.

#### *Outreach Special Events*

- Attend 4-5 weekend booth outreach events over the course of the summer
- Assist with set up, flier distribution, activities (such as putting or chipping for kids), and clean up

#### *Typical Day's Schedule:*

- 8:00-8:45 – morning set up
- 9:00-1:45 – leading four hour-long outreach classes with groups like the YMCA or City Camps
- 1:45-2:00 – morning break down
- 2:00-3:00 – break
- 3:00-3:45 – afternoon set up
- 4:00-6:15 – assisting afternoon Core Golf and Life Skills classes
- 6:15-6:30 – afternoon break down

*(Hours will vary each day of the week but no day will start before 8:00am or end after 7:30pm)*

#### **Qualifications**

An individual who is self-motivated, can work independently and as part of a team, supervise others, and help young people learn is crucial. The best candidate will need the ability to communicate and work with young children and effectively instruct those students in a fun, activity-based environment. The position will primarily be Monday through Friday, with a few weekend days throughout the summer needed for special events and PGA Jr League matches.

#### **Benefits**

- Certification as The First Tee Assistant Coach (through online training courses)

#### **General**

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

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#### **Contact Information**

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**To apply for this position, please email your resume to the address above  
no later than March 15, 2019.**