



Pro Kids Golf Academy, Inc.
FIRST ASSISTANT GOLF PROFESSIONAL

POSITION TITLE: First Assistant Golf Professional
DEPARTMENT: Golf
LOCATION: City Heights
SUPERVISOR: Director of Golf

STATUS: Non-Exempt
SCHEDULE: Tuesday – Saturday; 40 hrs./week
SALARY RANGE: \$16-\$20/hr.
CLOSING DATE: Open until filled

Founded by former AFL/NFL player Ernest H. Wright, Sr. and incorporated as a 501(c)(3) public charity in 1994, Pro Kids, The First Tee of San Diego, is a leader in providing underserved youth in San Diego County opportunities through positive life-changing experiences. Pro Kids challenges youth to excel in life by promoting character development, life skills, and values through education and the game of golf.

Pro Kids | The First Tee of San Diego is a committed community of excellence through our shared values of:

- Perpetual Growth
- Integrity
- Building Community
- Good Stewardship
- Compassionate Communication
- Embracing Challenge

Pro Kids | The First Tee of San Diego has two primary program campuses in City Heights & Oceanside.

Position Summary: Reporting to the Director of Golf, the First Assistant Golf Professional will provide day-to-day leadership and support to planning, coaching, and supervision on all aspects of the Golf & Life Skills program. With direction and support from the Director of Golf this position will facilitate communication and collaboration with the Learning Center team. This position will uphold policy implementation and safety of Pro Kids programs, as well as assisting Pro Kids in accomplishing the mission of their strategic plan by ensuring that all aspects of the golf operations, programs, facilities, and services are being performed in a professional and responsible manner.

Duties and Responsibilities:

- Assists in structure and creation of golf program curriculum and special events
- Supports Director of Golf in creating department schedules
- Responsible for community outreach in collaboration with the Community Engagement Director
- Department lead for volunteer communication and management
- Facilitates communication and collaboration with learning center staff
- Provides support to the learning center as needed
- Makes program decisions in the absence of the Director of Golf

- Manages the club repair and fitting program
- Provides large and small group golf class instruction for ages 7-17
- Performs professional mentorship of at least 10 members per year
- Collects registrations and monitors progress of members and classes
- Transports members to regulation golf courses for outings
- Maintains good standing relationships with parents and families of our members
- Acts as a role model for our members and team
- Provides excellent customer service, professional advice, and assistance to all members and parents
- Completes the requirements for the PGA (or LPGA) membership and maintain an active classification
- Completes the requirements for The First Tee Recognized Coach Program

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Education, Knowledge, Skills, and Abilities:

- Bachelor's degree or equivalent experience, preferred
- A well rounded individual who is registered as an apprentice with either the PGA or LPGA and has passed his/her playing ability test
- Passionate about working with kids; the ability to teach life lessons and core values is equal to the ability to teach golf skill
- Experience in the golf industry, working with youth
- Experience in working with a diverse community of children
Experience working with nonprofits, preferred
- Strong communication and interpersonal skills that apply to dealing with staff, children and donors
- Must have high level of professionalism and ability to maintain confidentiality
- Ability to maintain accurate data entry and record keeping
- Proficient in basic computer skills, including MS Office
- Bilingual (English/Spanish) highly desirable
- Clean driving record

Physical Requirements and Work Environment: Work is performed on a golf course with a moderate noise level; employee will occasionally work at a computer station and operate electronic equipment; regularly communicate by telephone and in-person with staff and other professionals; occasionally lift, carry and position objects weighing up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualification and Training Requirements (within 30 days of employment):

- Completion of Child Abuse Prevention training
- CPR, First Aid; AED Certification

Prior to reporting to work:

- Clear background check
- Clear DMV record check

Eligible benefits include health, dental and simple IRA match.

Pro Kids provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Please email your cover letter and resume to Viri Mendoza at pkcareers@prokidsonline.org.