

EMPLOYMENT DETAILS

GOLF AND LIFE SKILLS COACH

Post Date: 6/1/19

Chapter Name:	The First Tee of Orange County		
Salary / Wage:	TBD- Commensurate with Experience	Location:	Anaheim, CA
Position Type:	Full-Time Non-Exempt	Job Category:	Teaching / Coaching
Relevant Work Experience:	See Below	Career Level:	Experienced
Preferred Education Level:	Bachelor's Degree		
Preferred Certification Level:	N/A		

JOB DESCRIPTION

Orange County wants dynamic and creative Golf and Life Skills Coaches!

We are looking for instructors who offer knowledge and experience in the game of golf as well as a passion for helping young people become the best they can be. 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.

Preferred Work Experience:	Experience instructing junior golfers & previous employment at a golf facility
Preferred Education Level:	Bachelor's Degree, Player of the game of golf at a Collegiate or Professional level

RESPONSIBILITIES

Duties and Responsibilities

- Be charismatic, personable, and motivational in working with youth
- Must be willing to enter 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
- Develop a relationship with The First Tee Home Office, Regional Manager and other chapter representatives/employees within the network
- 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 30 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, Advanced Par, Birdie, Eagle and League Play classes
- Conduct The First Tee Certification
- Monitor the quality of equipment and inform the Director of Programming of equipment needs
- Maintain and organize all equipment storage areas
- Assist Director of Programming 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 Director with accurate participant class attendance records
- Provide Program Director with accurate attendance records
- Conduct "In-Person" Volunteer Trainings at The Islands
- Participate in regular parent meetings and clinics
- Make the game VERY 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
- Be available to attend academies, regional and annual meetings and training sessions

Development and Community Outreach

- Assist Director of Programming in representing the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Assist as a chapter contact for applicants, volunteers, students and parents
- Network with other chapter colleagues and exchange best practice ideas
- Assist Program and Executive Directors with public education and outreach activities (Boys and Girls Club, YMCA, Chambers of Commerce etc), including public presentations, advocacy, training and testimony
- Assist with Parent Orientations and maintain communication with parents

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

Administration Duties

- Handle walk-in participants, volunteers, potential donors and parents in a polite and courteous manner
- Operate standard and specialized office equipment
- Providing Program Director with participants' information and progress through the skills review process
- Relay students' certification information to parents

- Receive and screen The First Tee visitors and telephone calls and take messages and reports. Make judgments on entry levels
- Provide factual information regarding inquiries about The First Tee programs and activities, as well as The First Tee home office programs and opportunities
- Create flyers and notices to participants and parents regarding schedule changes, special events and related routine communication
- Assist the chapter with writing Thank You letters on a periodic basis
- Assist Director of Programming in the creation of promotional brochures to increase awareness of the facility
- Proofread and check typed and other materials for accuracy, completeness, compliance with The First Tee policies, and correct English usage, including grammar, punctuation, spelling

QUALIFICATIONS

Organizational Skills

- 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
- At least two years experience as a credentialed school educator
- At least two years experience as a golf professional
- 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 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. 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.
- 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 uncorrected hearing and a clear unaccented easily understood voice when communicating with the public in person and by telephone. Stoop, bend, kneel, and lift up to 50 lbs. Use keyboard equipment for lengthy periods of time.
- 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 in English and Spanish is desirable
- Take an 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.

Communication Skills

- See skills above

Customer Service

- See skills above

Management Skills

- See skills above

BENEFITS

- n/a

GENERAL

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

CONTACT INFORMATION

Chapter Name: The First Tee of Orange County

Job Code:

Contact: Caitlin Bodoh

Telephone: 626-818-5717

E-mail: caitlin@thefirstteeoc.org

Facsimile: n/a

Web site Address: www.thefirstteeoc.org

To apply for this position, please e-mail your resume to the address above.