



**Pro Kids Golf Academy, Inc.  
ASSISTANT GOLF PROFESSIONAL**

**POSITION TITLE:** Assistant Golf Professional

**STATUS:** Full-time, Non-exempt

**DEPARTMENT:** Golf

**SCHEDULE:** 30+ hrs./week, Tuesday-Saturday

**LOCATION:** City Heights

**SALARY RANGE:** \$13-17/hr.

**SUPERVISOR:** Director of Golf

**CLOSING DATE:** 07/03/2019

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:** With direction and support from the Director of Golf and First Assistant Golf Professional, the position will provide support to the on and off-site golf programs. The Assistant Golf Professional is responsible for the delivery of daily lessons, group and behavior management and care taking of golfing equipment. 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:**

- Provides large and small group instruction for ages 7-17 with a focus on Level 1 and Level 2 members.
- Assists with coaching and coordination of PGA Junior League and competitive teams.

- Assists in the preparation of new programs, lesson plans, and special events.
- Runs golf tournaments and golf related events.
- Transports members to regulation golf courses for outings.
- Assists in managing the club repair and fitting program.
- Facilitates golf equipment and repair to Pro Kids members.
- Assists in all golf events internally and externally.
- Assists in preparation and instruction of golf summer camp programs.
- Provides support and structure for local golf teams.
- Maintains relationships with college golf coaches.
- Assists with Champions Club membership.
- Assists with golf social media and communication.
- Performs professional mentorship of at least 15 members per year and of all ages.
- Schedules, collects registrations, and monitors progress of members and classes.
- Schedules and attends outreach programs with local schools and partners.
- Provides excellent customer service, professional advice, and assistance to all members and parents so they enjoy their Pro Kids' experience.
- Acts as a role model for our members.
- Completes the requirements for the PGA (or LPGA) membership and maintain an active classification.
- Completes the requirements for The First Tee Recognized Coach Program.
- Provides ongoing support to the Academy.
- Maintains accurate data entry and record keeping.
- Demonstrates clear and professional communication methods.

*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:**

- A Bachelor's degree, or equivalent experience (preferred)
- Passionate about working with kids; the ability to teach life lessons and core values is equal to the ability to teach golf skill.
- A well-rounded individual who is registered as an apprentice with either the PGA or LPGA and has passed his/her playing ability test.
- Experience in the golf industry, working with youth.
- Experience working with a diverse community of children.
- Effectively work with youth, staff, volunteers, parents, educators, and community-based organizations.
- Ability to regularly communicate with Pro Kids' family members and staff.
- Strong communication and interpersonal skills that apply to dealing with children and donors.
- Proficient in basic computer skills, including MS Office.
- Experience working with nonprofits is a plus.

- Must have high level of professionalism and ability to maintain confidentiality.
- Must have a clean driving record
- Bilingual (English/Spanish) highly desirable

**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 resume and cover letter to Viri Mendoza at [pkcareers@prokidsonline.org](mailto:pkcareers@prokidsonline.org).**