



## **PROGRAMS & OPERATIONS INTERN Position Description**

### **Chapter Overview:**

The First Tee of Greater New Orleans is one chapter of an international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience (LSE) is the unique component that sets The First Tee apart from many other successful junior golf programs and youth development programs through sport.

### **Position Summary:**

The 2020 Programs & Operations Intern(s) will be primarily responsible for administration support of Life Skill Experience, summer camps and outreach programs within the Chapter's service area at locations such as: Golf Facilities, Boys & Girls Clubs, YMCAs and various Parks and Recreation locations. The primary purpose of these programs is to introduce The First Tee and the game of golf to young people in a way that will inspire and interest and lead to continued participation.

**Reports to:** Director of Education.

**Employment Status:** Full-time Internship (35-40 hours) Summer (Late May – August)

**Salary/Wage:** Depending on start date, +/- \$1,000 a month plus job-related expenses.

**Preferred Education Level:** Sophomore, Junior or Senior in college or recent graduate.

**Location:** New Orleans, LA

### **Essential Functions:**

- Work as a core member in teaching basic golf skills and The First Nine Core Values to our participants
- Assist in on-course preparations, parent/participant sign in and anything the lead coaches need
- Maintain the quality of equipment and all instructional areas
- Develop retention and progression plan to move participants through the certification

- Work with community agencies and school districts to recruit and train program staff to assist with and lead classes
- Participate as directed in special events including tournaments
- Assist with day-to-day operations where needed

**Preferred Qualifications:**

- Background in golf or interest in golf is preferred but not necessary.
- Demonstrate exceptional communication, interpersonal relations and organizational skills.
- Adhere to standards of conduct and involvement established by The First Tee.
- Experience in identifying and working with program staff and volunteers.
- Charismatic, personable, and motivational in working with youth and volunteers.
- Able to travel as required

**Contact Information:**

*Applications will be accepted until a candidate has been identified. All candidates are subject to a background check. To apply for this position, please submit your cover letter and resume with references to:*

Tuyen Nguyen

Director of Education – The First Tee of Greater New Orleans

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