



POSITION TITLE: Coach

ACCOUNTABLE TO: Program Director

CLASSIFICATION: Part Time, Hourly, Exempt

HOURLY RATE: Starting at \$11 per hour

HOW TO APPLY: Send a resume to Michael Prothe at mprothe@firstteelakeerie.org

Our Mission is to positively impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

JOB OBJECTIVE

The Coach is responsible for guiding and coaching young people throughout our various programs to become responsible future citizens and committed, active golfers.

Duties and Responsibilities

- Must be active in the First Tee Coach program or able and willing to complete First Tee Coach Program.
- Maintain a professional and cordial attitude towards co-workers, volunteers, participants and their parents
- Become proficient in the delivery of TARGET, PLAYer, and other curriculum as applicable.
- Maintain consistent and regular attendance
- Follow coaching guidelines and procedures as described in the Coach Handbook.
- Convey the Chapter's brand image to the public
- Monitor the quality of equipment and inform the Program Director of equipment needs
- 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, certification records, and volunteer attendance.
- Assist with orientations for participants, parents and volunteers as needed

- Participate in parent meetings as needed
- Involve volunteers and golf professionals as volunteers
- Assist as a chapter contact for applicants, volunteers, students and parents
- Perform duties outside of class, as assigned
- Handle walk-in participants, volunteers, potential donors and parents in a polite and courteous manner
- Operate standard and specialized office equipment
- Assist with writing Thank You letters on a periodic basis

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.

REQUIRED Experience

- Knowledge of the game of Golf, rules and etiquette.
- Able to attend PLAYer Coach training.
- Graduation from an accredited high school or an equivalent certificate or diploma
- Has a reliable form of transportation
- Operate a personal computer, including spreadsheet and word processing programs
- Deal effectively and compassionately with the public under normal and confrontational circumstances.

Preferred Experience

- At least one-year experience in youth development
- Previously completed the PLAYer level or higher in First Tee Coach Program
- At least one-year experience as a credentialed school educator
- At least one-year experience as a PGA or LPGA golf professional or apprentice

SPECIAL REQUIREMENTS:

Ability to – Give excellent customer service, communicate clearly and concisely in oral and written English. Read, understand, and apply established policies of First Tee of Lake Erie. Follow oral and written instructions. Work under the pressure of a time deadline and perform multiple tasks concurrently. Assess the critical importance of information received from various sources.

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.

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.

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
- Pass a background check administered by a third party, and approved by The First Tee of Lake Erie.
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Other classes & Other Curriculum can refer to, but not limited to: LPGA-USGA Girls Golf, Els for Autism, National School Program, DRIVE, outreach community events, youth serving outreach, chapter sponsored youth opportunities, chapter led golf leagues and playing opportunities.