

Position Title: 2021 Summer Programming and Operations Intern
Division/Department: Programs, Admin
Reports to: Program Director
Age: College Student
Position Type: Administration/Supervisor
Location: First Tee — Central Ohio Golf Facilities
Application deadline: April 2, 2021



JOB SUMMARY

First Tee — Central Ohio is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment.

The Summer Intern is responsible for the successful execution and operation of numerous First Tee summer camps. The Programming and Operations intern will work directly with administrative staff and aid coaches and volunteers in running daily camp operations. The Summer Intern helps maintain the goals of the organization's strategic plan and may be involved in other TFTCO projects, as needed.

JOB RESPONSIBILITIES

- Assist in the operational side of running a golf camp, including but not limited to printing class rosters and emergency contact lists, creating name tags and sign-in sheets, aiding in the parent drop off and pick up processes, assisting in the transportation of players across golf course via golf cart
- Assist in the planning and distribution of parent communications, including surveys and newsletters
- Aid in the documentation of student participation, including photographs, interviews, etc
- Assist marketing coordinator with promotional projects related to camp(s)
- Assist First Tee — Central Ohio with any necessary communication among participants, parents, and volunteers
- Manage the distribution of participant giveaways and gifts
- Assist in the organization of end-of-camp festivities
- Willingness to assist in coaching during camp sessions
- General office duties
- Must be able to or willing to learn how to drive a golf cart

QUALIFICATIONS AND EXPECTATIONS

- College student 18 years old or older
- Must be able to operate a golf cart - Valid Driver's License
- Must have own transportation
- Effective and proactive team communication, facilitation, problem solving, time-management and decision making
- Exemplify good character and reputation that is reflective of First Tee — Central Ohio's mission
- Desire to mentor youth
- Enthusiastic for an active lifestyle and passion for using sports to teach character enhancing values to children
- Ability to stand for extended periods of time and to lift/move boxes of supplies potentially 30 pounds or more

- Maintains adherence to the organization's policy on confidentiality in all matters regarding personnel, financial, volunteer, and other business information about the organization
- Seeks and participates in continuing education or professional development related to the position, the organization, or both.
- Dress Code - No jeans, t-shirts or open toe shoes

WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS

This position will require the individual to travel to First Tee — Central Ohio golf facilities including:

- Blacklick Woods Golf Course - Reynoldsburg, Ohio
- Heritage Golf Club - Hilliard, Ohio
- Oakhaven Golf Course - Delaware, Ohio

Typical days and hours of work are Monday through Friday, 7:00 a.m. to 3:00 p.m. Occasional evening and weekend work may be required as job duties and business demand.

- Hours: 30-40 Hours per week

APPLICATION PROCESS

Email a cover letter, resume, and three references (name, contact information, relation to applicant) to Cory Tucker at ctucker@tftco.org and Natalie Skelley at nskelley@tftco.org by April 2, 2021.

All candidates are subject to a background check

Dates: May 24th - August 6th (Dates may be flexible)