



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Golf & Life Skills Program Lead**

FLSA Status: Non-Exempt

Status: F/T or P/T: FT

Reports to: Program Director

Job Code: (HR will assign)

Job Grade: Leader

Product Line: The First Tee

Revision Date: 04/21/2021

POSITION SUMMARY:

Under the direction of the Program Director, the Golf & Life Skills Program Lead will implement the provided curriculum to The First Tee of Tampa Bay participants in all programs offered. The Golf & Life Skills Program Lead will work with the Program Director to provide year-long programming within The First Tee of Tampa Bay. During the school year, the Program Lead will provide program instruction to students in Hillsborough County schools throughout the school day and lead instruction for Saturday programming. During the summer season, the Program Lead will provide leadership and be hands-on in the summer camp golf program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Program Quality and Growth

- **First Tee Operations** > Implements program curriculum and coordinate activities and logistics ensuring a quality program is offered to students, becoming proficient in delivering all The First Tee of Tampa Bay curriculum.
 - Travel to different schools and program sites in Hillsborough County, based on program needs.
 - Assists the Program Director in developing new programs and growing the Chapter.
- **Development/Fundraising** > Assist Program Director in representing the Chapter in the community and aid in fundraising, marketing, and public relations efforts and events.
- Perform other duties as assigned, based on program needs, in and out of the classroom.

Operations/Team Leadership

- Foster an atmosphere of teamwork.
- Communicate clear instructions to assistant coaches.
- Contribute ideas to help the organization and team meet goals.

Safety and Risk Management

- Ensures program standards and best practices are implemented and followed. Applies YMCA policies and procedures, including those related to best practices, emergency procedures, medical and disciplinary situations and child abuse prevention.
- Monitors programming and provides a safe environment at all time and to adhere to all state, local and YMCA health & safety regulations.
- Ensures program staff are properly trained and prepared for emergency situations. This includes implementing and following training requirements in addition to ensuring proper reporting of all incidents/accidents according to risk management procedures.
- Ensures adherence to all YMCA policies and procedures regarding the safety, health and welfare of members, program participants, guests and staff:
 - Greeting all guests as they enter the facility.
 - Ensures safety and risk standards to enforce proper check-in procedures are followed for members and guests.
 - Monitoring youth activity in the facility.
 - Reporting any items that may provide a health or safety hazard to staff, members or guests to maintenance staff.
 - Immediately report any suspicious behavior and violations of policy and procedures to your supervisor.
 - Report any incidents and accidents immediately to direct supervisor.
- Maintain proper records, including staff member certifications, staff member meetings, trainings and daily logs used for policy and procedure review so that information can be reviewed at any time.

Completes all job related, supervisory and other trainings as required.

Performs all other duties as assigned.

Cause-Driven Leadership® Competencies

- **Mission Advancement** > Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.
- **Collaboration** > Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- **Operational Effectiveness** > Makes sound judgements, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members
- **Personal Growth** > Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

POSITION REQUIREMENTS:

Education/ Experience Required:

- Bachelor's degree in Health, Physical Education, related field or equivalent experience preferred.
- A minimum of 2 years experience with the game of golf required.
- Prior experience teaching youth, ideally with a First Tee program, is preferred. Experience managing large groups of children is preferred.
- Proficient in using email, Internet, and other PC-based applications (e.g. Microsoft Office) with the ability to learn and adapt to new technology.
- Must be able to work flexible hours including evenings, weekends, and holidays.

Certifications/Trainings Required:

- Obtain within 30 days of employment and then maintain current CPR, AED, 02 ,First Aid and ACT training.
- This position requires a valid driver license and will require frequent local travel throughout Hillsborough County.
- Maintain other required certifications as stated in the training matrix.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Must be able to lift a minimum of 50 lbs. Must have the ability to see, observe, and hear all participants, and make sound judgements and decisions. Ability to work in a variety of environments, specifically those subject to extreme humidity/dampness, heat and cold. Must be able to work flexible hours including evenings, weekends, and holidays.

Contact Information

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To apply for this position, please email your resume to the address above.