



Program Assistant – Green Grass

First Tee – Sandhills Overview

We are a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with a life skills curriculum, we create active learning experiences that build inner strength, self-confidence, and resilience that kids can carry to everything they do.

Position Summary

The Program Assistant – Green Grass will be primarily responsible for supporting and executing First Tee programs at green grass facilities within the Chapter's service area. The main purpose of these programs is to introduce First Tee and the game of golf to young people in a way that will inspire interest and lead to continued participation. Inspired by a genuine passion for empowering and helping youth succeed in life, the Program Assistant will work diligently to promote and expand the efforts of the organization.

The Program Assistant will be responsible for supporting the Program Specialist with administrative tasks related to the planning and preparation for green grass programs, as well as coaching and mentoring youth. Fieldwork will be focused on teaching young people to become responsible citizens and active golfers through the delivery of weekly life skills and golf instruction. Individuals should have a strong work ethic and effective communication skills, demonstrate flexibility, show enthusiasm, and take initiative. Applicants should be of good character and reputation and have a desire to model the mission of First Tee by mentoring to youth. Previous experience with youth ages 5-12 in a group setting is preferred, and ability to demonstrate patience with new golfers is a must.

Responsibilities

In addition to the areas highlighted in the overall job summary, the Program Assistant will perform duties within our geographic region such as:

Teaching

- Become proficient in the content and delivery of the First Tee curriculum for all ages
- Deliver a high-quality experience through teaching youth basic golf skills and First Tee's Life Skills Experience curriculum
- Begin and end scheduled programs on time
- Follow lesson plans on golf skills, character behaviors, rules, and etiquette
- Set up safe and activity-based learning environments that are age and skill appropriate
- Evaluate and provide feedback for improvement of golf and like skills
- Conduct youth skills reviews
- Communicate with parents regarding registration, schedule changes, and special events
- Assist Program Specialist to ensure sufficient adult mentors and quality of programming
- Participate regularly in coach meetings, trainings, and special events provided by the chapter
- Provide a fun and safe environment for participants ages 5 to 18 at partner golf course program locations
- In the summer, Program Assistants will be actively involved in outdoor camp operations

Program Support

- Aid in registration process from preparation through completion, ensuring all registrations, from multiple mediums, have been completed for internal and external usage
- Be able to communicate with parents/guardians how to complete online registration and answer program related questions
- Assist Specialist with preparation and distribution of all program related equipment and collateral
- Build and maintain attendance and performance records for participants
- Maintain the inventory and quality of program supplies and golf equipment and assess needs
- Assist in preparation and distribution of program supplies and equipment to facilities as needed
- Represent the chapter in various community settings
- Ensure key community partner locations (golf courses, restaurants, community boards) have up-to-date First Tee collateral
- Assist as needed to support and enhance additional chapter participant or non-participant opportunities, such as TYGA Sandhills, Youth on Course, Drive/Chip/Putt

Special Events and Operational Support

- Support First Tee – Sandhills staff and volunteers in the planning and execution of fundraising and community awareness initiatives
- Assist and support as needed with Chapter revenue streams, not limited to but such as eBay, and annual sales events
- Support specialist with deployment and tracking of seasonal survey and annual chapter metrics and data review

Qualifications

- Bachelor's Degree, preferably in the areas of sports management, education, recreation, or related field
- Commitment and passion for the mission and purpose of First Tee – Sandhills
- Exceptional written and verbal communication, interpersonal relations, and organizational skills
- Proficient computer skills in Microsoft Office and Google Drive; database experience a plus
- Exceptional time management skills and ability to multitask
- Charismatic, personable, and motivational in working with youth and volunteers
- Knowledge of the game of golf, rules, and etiquette
- Prior youth development experience
- Ability to travel to meet with partner organizations, schools, trainings, chapter, and Network events as required and manage a flexible, hybrid work schedule

Start Date: February 1, 2022

Hours: 25-30 Hours per week, this may include some holidays and weekends
70% in Field, 30% in - office or hybrid work dependent upon location

Additional Details

First Tee - Sandhills will provide Coach Training. Applicants must be able to lift up to 25lbs, be on their feet for the duration of programs, and work in variable outdoor weather conditions. All candidates are subject to a background check and drug screening. Must have reliable transportation and be willing to travel within Chapter footprint, which includes Moore, Cumberland, Harnett, Lee and Hoke Counties.

Benefits and Compensation

- Hourly pay, commensurate with experience
- Staff clothing
- Business travel mileage reimbursement
- \$50/month cell phone stipend
- Unique opportunities to network with industry leaders

How to Apply

Applications must be submitted in .pdf format. To be considered, they must include the following:

- Cover Letter
- Resume
- Three (3) references with a direct tie to experiences on your resume from the last two (2) years. References may not be family members. Please include the following for each reference: Full Name, resume experience of association, best phone number, and email address.

Contact Information

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