



A program of the Desert Recreation District

## JOB DESCRIPTION

### **JOB TITLE: COMPETITIVE ACTIVITIES COORDINATOR/ LEAD COACH**

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EXEMPT (Y/N): No

DEPARTMENT: First Tee - Coachella Valley

SUPERVISOR: Executive Director

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**SUMMARY:** The Competitive Activities Coordinator will oversee all competitive programs, including running events, manage volunteers and relationships with families, carry out First Tee HQ requirements, oversee fundraising for competitive activities and assist with other special events. The position requires strong communication skills, computer skills, written skills, strategic thinking, and time management skills. A Lead Coach for First Tee provides Life Skills instruction based on First Tee curriculum, assists with golf instruction, coordination of daily golf instruction, policy implementation, and ensures the safety of all programs operated by First Tee - Coachella Valley.

**SUPERVISION:** Will receive general supervision from the Executive Director for First Tee – Coachella Valley. Exercise independent judgement to complete assignments and projects.

- Oversees all facets of assigned events and activities.
- Assist with creation and implementation of competitive activities.
- Assist with training of Coaches and Volunteers for competitive activities.
- Oversee Coaches and Volunteers in competitive activities as well as maintain equipment, facilities, and supplies for competitive activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other reasonable duties may be assigned.

- Provide excellence in quality service for all participants and effectively deal with conflicts and concerns.
- Presents a service oriented, positive, and enthusiastic image of First Tee – Coachella Valley.
- Schedule and direct all aspects of the US Kids Tour
- Set calendar of events each fall for next year
- Ensure website and all publications up to date with accurate information
- Communicate and develop relationships with Golf Professionals at host clubs
- Communicate and develop relationships with juniors and their families
- Be available and welcoming to families and juniors at events or outside events
- Oversee and direct all events from start to finish
- Ensure that proper staff and volunteers are scheduled for events

- Monitor the growth and demographics of the US Kids Tour to meet FTCV expectations and goals
- Progress each year to become a First Tee Certified Coach
- Be available to help with all special events
- Represent FTCV as a Good Will Ambassador for Public Relations and as a spokesperson on an as needed basis.
- Work with competitive activities team to maintain relationships with local community organizations, golf clubs, service clubs.
- Assist with administrative office needs.
- Deliver Golf and Life Skills instruction to participants.
- Responsible for facilitating safety of participants, team members and guests.
- Other reasonable duties and responsibilities may be assigned

EMPLOYMENT STANDARDS:

- Possesses exceptional communication skills both oral and written
- Possesses exceptional personal relationship building skills
- Is a natural leader and enjoys managing and leading of teams and volunteers
- Is a problem solver and decision maker
- Is highly organized and attentive to detail
- Is a self-starter
- Has ability to multitask and keep an upbeat positive attitude during pressure packed two hours before events
- Has stamina to work long hours on tournament days in a variety of weather conditions
- Will continue growing by participating in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.
- Must have personal car insurance.
- Must have a valid California Driver's License and have passed the drug screen test.

PHYSICAL DEMANDS OF JOB:

- A Coach is regularly required to sit or stand for long periods of time.
- Repetitive hand movement.
- Coaches must regularly walk for long periods, twist, reach, climb, balance, stoop, kneel, crouch, pull and/or push.
- A Coach must occasionally lift and/or move up to 50 pounds.
- Occasionally a Coach is required to operate a motorized vehicle.
- A Coach is frequently required to withstand outside elements (heat, rain, wind, etc.).

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Employee Name (print)

Signature

Date