



Programming Assistant & Coach

First Tee – Sandhills is a youth development organization that strives to positively impact the lives of young people by providing educational programs that build character and instill life-enhancing values through the game of golf at in-school and after-school programs.

Position Summary

The Programming Assistant & Coach will be primarily responsible for supporting and executing First Tee programs at golf course facilities, schools, and/or other youth-serving organizations within the Chapter's service area (Cumberland, Harnett, Hoke, Moore & Lee Counties). 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.

Requirements

- Associate's degree from an accredited college
- Prior experience with youth, athletics, or a related field
- Successfully pass a criminal background check
- Possess a valid Driver's License
- Reliable personal transportation as schedules could require commutes of up to 60 miles one-way
- Lift up to 25lbs and work in variable outdoor weather conditions for up to four hours at a time
- Must be able to work between the hours of 2pm – 7pm at least three days per week
- This is a hybrid role and the employee is required to come to the administrative office in Pinehurst a maximum of three days a week

Duties & Responsibilities

Coaching

- Become proficient in the delivery of First Tee curriculum for all ages
- Deliver a high-quality experience through teaching youth basic golf skills and First Tee's Program curriculum
- Begin and end scheduled programs on time
- Become proficient in managing participant data in Salesforce, our Customer Relations Management platform
- Assist Program Specialists 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
- In the summer, Program Assistants will be actively involved in outdoor camp operations

Program Support

- Aid in registration process, ensuring all registrations have been completed
- Be able to communicate with parents/guardians how to complete online registration and answer basic program related questions
- Assist Program Team with preparation and distribution of all program related equipment and collateral
- Maintain attendance and performance records for participants
- Maintain the quality of equipment
- Represent the chapter in various community settings

Preferred Qualifications

- Bachelor's Degree, preferably in the areas of sports management, education, recreation, or related field
- 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
- Strong time management skills and personal accountability to complete tasks in timely manner

Salary Range and Job Type

- Hourly pay, commensurate with experience
- Staff clothing
- Business travel mileage reimbursement
- \$50/month cell phone stipend

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

Courtney Stiles, Executive Director
Email – cstiles@firstteesandhills.org
910.255.3035

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. The incumbent must have the abilities or aptitudes to perform each essential function with or without reasonable accommodation. FTS is a dynamic work environment where positions evolve and change. Therefore, FTS reserves the right to modify, delete, or add job duties, responsibilities, and skills that are stated in this job description at any time.