



POSITION TITLE: **2023 College Summer Internship**  
REPORTS TO: Program Director  
HOURS: 35 – 40 Hours per week; some evening & weekends  
LOCATION: First Tee – Raritan Valley Service Area  
( Office located at Galloping Hill Golf Course, Kenilworth, NJ )  
STIPEND: \$6,000.00

### Job Summary

*First Tee is 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.*

The Intern is responsible for coaching and mentoring young people to become positive role models and active golfers. This objective is achieved by the daily delivery of golf skills and the life skills curriculum in a safe, fun, and engaging camp setting.

Intern will also have time working in an office setting and helping staff with daily activities to include but not limited to: social media responsibilities, filing, returning phone calls, research, and other FTRV projects.

### Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administrative duties to include social media posts, research, and other office duties
- Intern will interact with all constituents of the chapter
- Teach basic golf skills to youth ages 5 – 18 and follow lesson plans/summer camp schedule
- Maintain a professional attitude towards staff, coaches, volunteers, participants and parents
- Model First Tee Nine Core Values and adhere to Standards of First Tee Code of Conduct
- Maintain consistent and regular attendance
- Convey the Chapter's brand image to the public
- Monitor the quality of equipment and inform the Program Director of equipment needs
- Show initiative and work effectively with staff, coaches, counselors, and volunteers
- Make the game fun for youth participants
- Understand and apply procedures and practices of FTRV to ensure a safe environment in accordance with the Safe Sport Act
- Be charismatic, personable, and motivational in working with youth
- Perform additional responsibilities related to the success of the organization
- Collaborate with staff to increase brand awareness

## **Job Requirements and Qualifications (Education and Experience)**

- Incoming first year student or current undergraduate student in good standing at accredited four-year college, graduate students in good standing
- Exemplify good character and reputation that is reflective of First Tee's Mission
- Desire to work and mentor youth
- Knowledge of the game of golf, rules, and etiquette helpful
- Must pass background check and complete Safe Sport Training and First Tee Assistant Coach Training
- Attend our Chapter Coach/Volunteer Training – Spring 2023 TBA
- Efficient with Microsoft Word, Excel, and Outlook, as well as experience with standard office equipment

## **Work Environment, Travel and Expected Work Hours**

This position will require the individual to travel to First Tee – Raritan Valley office and any programming facilities in the chapter service area.

First Tee – Raritan Valley\*  
1 Golf Drive  
Kenilworth, NJ 07033

*(\*Office is located at The Learning Center @ Galloping Hill Golf Course)*

Typical days and hours of work are Monday – Friday, 9:00 AM to 4:00 PM. Occasional evening or weekend work may be required as job duties and business demand.

Summer internship dates are from June 5<sup>th</sup> – August 11<sup>th</sup>, 2023\*.

*(\*If successful applicant is available, work could start in May and end in later August.)*

## **Application Process**

Email a cover letter, resume, and three references (name, contact information, relation to applicant) to Mark McCabe, Executive Director, at [mmccabe@firstteerv.org](mailto:mmccabe@firstteerv.org) by March 31<sup>st</sup>, 2023.