



Job Description – Program Intern First Tee – Greater Houston

Organization Name: First Tee – Greater Houston

Position Title: Program Intern

Position Type: Summer Intern (Varies, will work on dates with Intern)

Job Posting Description: Intern provides assistance to program administration, curriculum delivery and facility management.

Duties/Responsibilities

- Preferably, familiar with First Tee Life Skills Experience and implement the curriculum in all class activities, games and discussions.
- Serve as a role model and mentor to youth participants
- Assist with delivering First Tee Life Skills Experience at Chapter locations and help coordinate registration for classes
- Provide safe environment for participants and maintain the quality of equipment and all instructional areas
- Assist with writing lesson plans for classes that create an optimal learning environment for participants and make game fun for juniors
- Work with volunteers to manage equipment donations by accepting, storing, sorting and recording donated equipment contributions and thanks donors appropriately
- Assist with recruiting, training, and involving volunteers, parents, physical educators, and golf professionals to help with program delivery
- Provide administrative support by answering the phone, registering participants, entering participant data, handling parent/guardian inquiries
- Help track participant's information and certification progress
- Help with day-to-day operations of a golf course
- Provide staff support to Houston Golf Association supported events

Qualifications

- Working towards or has earned a Bachelor's Degree in the areas of sports administration, education, recreation or related field preferred
- Willingness to learn and teach First Tee Life Skills Experience
- Self-starter, personable and motivational in working with youth
- Possess strong communication and data entry skills
- Able to work flexible schedule and provide own transportation

Resumes will be accepted until positions are filled. Please e-mail to firstteegreaterhouston@hga.org