

## Player Development Professional

### Job Description

<b>Position Title:</b>	Player Development Professional
<b>Division/Department:</b>	50% Youth Programs, 50% Golf Operations
<b>Dual Reports to:</b>	Vice President of Impact & Head Golf Professional
<b>FLSA Classification &amp; Position Type:</b>	Exempt / Full-Time Salary
<b>Location:</b>	Elson Redmond Memorial Driving Range 400 School Street, Richmond, VA 23222
<b>Salary Range:</b>	\$45,000 – \$55,000

### JOB SUMMARY

First Tee – Greater Richmond (FTGR) is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment.

The Elson Redmond Memorial Driving Range is minutes from Downtown Richmond and includes a 6-hole par 3 course, two Trackman 4 simulator bays, premier driving range, practice greens, and is the home practice facility for the VCU and VUU Golf Teams. In addition to this facility, First Tee - Greater Richmond has two other locations: The Tattersall Youth Development Center at the First Tee Chesterfield Golf Course in Chesterfield and Belmont in Henrico.

First Tee – Greater Richmond seeks an individual who is mission-minded with a “can do”, team first attitude, and is passionate about cultivating a vibrant culture of continued learning, golf and life skill development, and increasing participation in leagues, clinics, and facility patronage. This role will lead and manage the execution of First Tee Program and Community Program classes utilizing the First Tee curriculum at scheduled classes to further create dynamic and seamless learning environments for youth in our community. In addition, the Player Development Professional will support golf operations by executing engaging leagues, assisting with inventory management, and fostering relationships with patrons to build loyalty and increase revenue.

This individual will be a role model who leads by example and represents First Tee – Greater Richmond in a positive manner throughout the service area to parents, youth participants, patrons, donors, volunteers, and staff.

## 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.

### **Essential Responsibilities Youth Programming:**

- Lead and manage First Tee – Greater Richmond youth programs to include First Tee Programs, First Tee Community Programs, school field trips, and in-school initiatives as needed.
- Proficient in the First Tee curriculum and assist in leading part-time coaches and volunteers to deliver high quality and engaging programs.
- Assist in the creation and distribution of lesson plans for First Tee Programs, School Programs, and Community Programs.
- Encourage qualified youth participants to participate in First Tee matches, golf tournaments, local chapter events, and national participant opportunities.
- Collaborate and communicate with the Head Golf Professional regarding class schedules, field trips, anticipated facility usage, and needs.
- Provide accurate participant class attendance records using the First Tee Coaches App and Salesforce.
- Assist with parent orientations and maintain communication with parents in-person, via email, and provide content for bi-weekly newsletters, such as Tuesdays Tee Time
- Ability to organize class materials, such as lesson plans and class rosters, and provide real-time training and guidance on-site to part-time coaches and volunteers.
- Ensure all equipment storage areas are clean and organized.
- Model the First Tee and First Tee – Greater Richmond core values and key commitments on and off the golf course.

### **Essential Responsibilities Golf Operations:**

- Lead by articulating the vision and mission of First Tee – Greater Richmond to the team and patrons alike; provides administrative assistance and leadership to accomplish strategic and tactical goals through effective communications, coaching, training, and development.
- Organize and lead leagues, tournaments, special events, and corporate clinics held at the facility.
- Strong understanding of Lightspeed point-of-sale platform and Golf Genius.
- Assist in growing the culture through relationships with program participants, families, patrons, community partners, and operational staff.
- Provide individual golf instruction consistent with First Tee's philosophies.
- Conduct individual and group golf lessons and assist with player development programs.
- Manage pro shop inventory including monthly counts.
- Assists with oversight and scheduling of pro shop staff and outside staff in addition to assisting with onboarding and training new employees.
- Expectation to work counter shifts as needed.
- Serve as the main point of contact for part-time staff in the Head Golf Professional's absence.

- Perform other appropriate tasks as assigned by the Head Golf Professional.

## **JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)**

- Bachelor's Degree (B.A. or B.S.) in Business Administration, Education, Recreation Management, Youth Development, or other related field
- Experience in teaching, coaching, or a passion for inspiring young people is preferred
- PGA/LPGA Professional or Associate preferred
- Valid Driver's License
- Ability to work a flexible schedule including late afternoons, evenings, Saturdays, as well as summer (hours are site dependent on classes, camps, field trips, and special events)
- Effective and proactive team communication, facilitation, problem solving, and decision making
- High energy, charismatic, personable, motivational in working with youth, coaches, patrons, part-time staff, and volunteers
- Skilled with Microsoft Word, Excel, PowerPoint, Google Suite and Lightspeed point-of-sale system (preferred)

## **JOB BENEFITS**

- PGA/LPGA association dues
- Continuing education opportunities
- 80% of lesson revenue
- Health insurance
- 401K
- Paid vacation
- Clothing allowance
- Complimentary use of First Tee golf facilities for immediate family
- Exceptional workplace culture

## **OTHER INFORMATION AND EXPECTATIONS**

- Maintains adherence to the organization's policy on confidentiality in all matters regarding personnel, financial, volunteer, and other business information about the organization.
- Seeks and participates in continuing education or professional development related to the position, the organization, or both.

## **WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS**

This position is performed in a combination of an office setting (parent communication, staff scheduling, league/tournament set-up, and lesson planning) and outside at the golf course and/or practice facilities.

Typical days and hours of work may vary based on the needs of the facility. A typical work week would be Tuesday through Saturday (40 hours).

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle, or feel objects, tools or controls; use fingers and hands to control computer mouse, type or write; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

## APPLICATION PROCESS

Email a cover letter, resume, and three references (name, contact information, relation to applicant) to Kelly Brown, Vice President, Impact at [kelly@firstteerva.org](mailto:kelly@firstteerva.org).

All candidates are subject to a SafeSport background check.

## EEO STATEMENT

First Tee - Greater Richmond provides equal employment opportunities (EEO) to all employees and applicants and does not make employment decisions because of or on the basis of race or traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, including lactation, age (40 years of age or older), national origin, disability, marital status, veteran status, or any other basis prohibited by federal, state, or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. First Tee – Greater Richmond reserves the right to modify the scope of this position. Factors that may affect this position include, but are not limited to, those related to business needs, organizational structure, industry trends, and individual skills and performance.