

## **Position: Assistant Golf Professional / First Tee Coach**

**Reports to: Director of Golf Operations**

**Status:** Full-time, non-exempt

**Location:** San Antonio, TX

**Date Posted:** 12/5/2025

**Start Date:** ASAP

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### **Chapter Overview:**

First Tee – Greater San Antonio is one chapter of an international non-profit youth initiative called First Tee. First Tee was created in 1997 by the World Golf Foundation and First Tee – Greater San Antonio was founded soon after, in 2000. The First Tee was founded to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship.

### **Mission Statement:**

Empowering youth to build character and life skills through the game of golf.

### **Job Summary:**

The Assistant Golf Professional & First Tee Coach plays a key role in delivering exceptional golf experiences and impactful youth programming. This position supports both the golf operations and the delivery of First Tee's nationally recognized life skills curriculum. The ideal candidate is an enthusiastic team player who loves the game of golf, enjoys working with kids, and is passionate about positively influencing the next generation.

### **Our Culture:**

We're a team that genuinely enjoy working together – from brainstorming over lunch to celebrating wins and jumping into the occasional office challenge. We believe great ideas can come from anyone, and we make space for every voice at the table. Creativity here is a team sport. We also take work-life balance seriously – not as a talking point, but as practice. We respect boundaries, encourage real time off, and believe the best version of you at work starts with a full life outside of it.

### **Roles and Responsibilities:**

#### **Golf Shop & Customer Service**

- Greet & assist golfers, ensuring a welcoming and professional environment
- Process payments, merchandise sales, & memberships using a POS system
- Maintain organization, cleanliness, and visual merchandising in the golf shop.
- Ensure that all areas – Golf Shop, Range, & Clubhouse – are well maintained & guest-ready.
- Monitor driving range setup, ball retrieval and range ball inventory.
- Represent facility & First Tee positively in the community and with partner organizations.
- Contribute ideas and energy to special events and fundraising activities, bringing your creativity and team spirit to each occasion.

#### **First Tee Instruction & Program Delivery**

- Deliver First Tee Life Skills Curriculum in an engaging, age-appropriate manner – bringing your own enthusiasm and voice to every session.
- Teach golf fundamentals, rules, and etiquette while integrating First Tee's Five Key Commitments seamlessly into lessons.
- Create a fun, inclusive, and safe learning environment that promotes personal growth and character development.
- Adapt lesson plans to accommodate varying skill levels, learning styles, and participant needs.
- Collaborate with teammates to coordinate clinics, camps, outreach events, and tournaments.
- Participate in ongoing professional development to stay informed on youth development best practices and golf industry trends.

### **Preferred Experience:**

- Bachelor's Degree in PGA Golf Management, sports administration, education, recreation, or related field;
- PGA Class A preferred;
- Minimum 1 year of experience in youth development programming or sports related field

### **Required Skills:**

- Experience in golf instruction and/or a passion for golf is highly desirable
- Demonstrated ability to contribute positively to team environment and cultivate a positive working culture.
- Knowledge of golf fundamentals, rules & etiquette.
- Excellent interpersonal and communication skills, with experience in public speaking and community outreach.
- Passionate about helping and motivating young people to be their best selves, and capable of inspiring others within the organization to share in this mission.
- Proficient in Microsoft Office products.
- Must become First Tee Coach certified up to Level III.
- Ability to work evenings and weekends when needed.

### **Physical Requirements**

- Ability to communicate clearly verbally and in writing
- Ability to stand (up to 3-4 hours at a time) and sit, and able to walk up to 1 mile at a time
- Ability to lift to up to 30 pounds

### **Work Environment**

- Office conditions and;
- Outdoors including working in all conditions including extreme heat and cold.
- This in an indoor office & outdoor work environment.

### **Compensation:**

- Salary is commensurate with experience and other qualifications
- Professional development and First Tee Certified Coach training provided
- PGA PGM program tuition reimbursement
- Opportunity to give personal lessons at facility on off hours.
- Benefits include medical, dental & vision insurance, Simple IRA (matching), PTO, mileage & cell phone reimbursement
- Golf playing privileges & merchandise discounts

**Submit resume and cover letter to Jay Horton, Director of Program Operations, [jay@firstteesanantonio.org](mailto:jay@firstteesanantonio.org)**