



A program of the Desert Recreation District

JOB DESCRIPTION

JOB TITLE: LEAD INSTRUCTOR

EXEMPT (Y/N): No

DEPARTMENT: First Tee–Coachella Valley

SUPERVISOR: CEO / Program Directors/Program Coordinators

SUMMARY: A Lead Instructor provides Life Skills instruction based on First Tee Curriculum, assists with golf instruction, coordination of daily golf instruction, policy implementation, and ensures the safety of all programs operated by First Tee – Coachella Valley. The position requires strong communication skills, computer skills, written skills, strategic thinking, and time management skills.

SUPERVISION: Will receive general supervision from the CEO and a Program Director and Program Coordinators for First Tee – Coachella Valley. Exercise independent judgement to complete assignments and projects.

- Oversees utilization of Volunteer Coaches in class settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other reasonable duties may be assigned.

- Provide excellence in quality service for all participants and effectively deal with conflicts and concerns.
- Presents a service oriented, positive, and enthusiastic image of First Tee.
- Responsible for the setup for the Golf and Life Skills Program equipment and supplies.
- Deliver Golf and Life Skills instruction to participants.
- Responsible for facilitating safety of participants, team members and guests including overseeing check in/out procedures with participants and their families.
- Ongoing Training of volunteers to assist with and lead classes to utilize First Tee program curriculum.

- Utilizes and manages the First Tee Coaches App including but not limited to: assigning badges to participants and taking class attendance.
- Other reasonable duties and responsibilities may be assigned.

PHYSICAL DEMANDS OF JOB:

- A Coach is regularly required to sit or stand for long periods of time.
- Repetitive hand movement.
- Coaches must regularly walk for long periods, twist, reach, climb, balance, stoop, kneel, crouch, pull and/or push.
- A Coach must occasionally lift and/or move up to 50 pounds.
- Occasionally a Coach is required to operate a motorized vehicle.
- A Coach is frequently required to withstand outside elements (heat, rain, wind, etc.).

Employee Name (print)

Signature

Date

First Tee-Coachella Valley

