



Position

Program & Facility Operations Assistant, First Tee — Greater Houston

Organization

First Tee — Houston will create experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee — Greater Houston creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, schools and youth centers throughout the greater Houston area.

Position Summary

The Part-Time Program & Facility Operations Assistant supports the delivery of high-quality youth golf and life skills programming at First Tee — Greater Houston. Reporting directly to the Program Director, this part-time role is well-suited for a current college student or recent college graduate looking to gain meaningful, hands-on experience in youth programming, nonprofit operations, and sports facility management.

This position offers an opportunity to grow professionally while making a direct impact on the lives of young people in the greater Houston community. The ideal candidate is self-motivated, dependable, and passionate about youth development, community service, and the game of golf. This position will have a focus on continuing to grow our chapter-operated LPGA/USGA Girls Golf program via monthly clinics and special events with major donors.

Supervisor: Program Director

Essential Duties and Responsibilities

Program Support

- Implement the First Tee Life Skills Experience curriculum across all class activities, games, and discussions; assist with coaching, lesson planning, and class registration at various chapter locations.
- Support recruitment, training, and involvement of volunteers, parents, physical educators, and golf professionals to strengthen program delivery.
- Assist with camps, clinics, tournaments, and special events, including the FTGH Tournament Series and Houston Golf Association-supported events.
- Participate in School & Community Outreach events, shadow programming staff, and serve as a role model and mentor to youth participants.

Facility and Operations Support

- Maintain punctuality for facility opening and closing, including setting security alarms in both the maintenance and main buildings.
- Operate golf carts to retrieve tee markers and flag sticks, and use the range cart to pick up, wash, and store driving range golf balls.
- Assist with day-to-day facility operations, including equipment upkeep, restroom supply maintenance, and preparation of spaces for events and programs.

Communications & Community Engagement

- Communicate professionally with participants, families, and volunteers as needed.
- Answer phones, enter program data, and respond to parent and guest inquiries professionally.
- Support outreach initiatives to increase participation, particularly among underserved communities, and represent First Tee — Greater Houston in alignment with organizational values.

Qualifications

- Current college student or recent college graduate in any field of study; coursework or experience in youth development, sports administration, education, or nonprofit management is a plus
- Reliable, punctual, and comfortable working with children, teens, and families
- Strong communication skills, team-first attitude, and ability to work outdoors in an active environment
- Comfortable using a personal mobile device for work-related communication and tasks; a computer/laptop will be provided for internal use
- Must have reliable personal transportation, as this role requires travel between multiple program and facility sites

Golf Skills (Preferred)

Given the golf-specific nature of this role's daily duties — including driving range and facility upkeep, tee marker and flag stick placement, and support for LPGA/USGA Girls Golf clinics — the following are preferred:

- Working knowledge of golf rules, etiquette, and terminology
- Prior experience playing, coaching, or caddying is a plus
- Comfortable and confident operating golf carts and driving range equipment
- Willingness to support and assist with LPGA/USGA Girls Golf clinics and instruction under the guidance of program staff and golf professionals

Professionalism & Conduct

- Maintain a professional, cordial, and charismatic presence with coaches, volunteers, participants, and families at all times
- Serve as a positive role model, reinforcing First Tee life skills values on and off the course

Compensation

This is a part-time, hourly position. Compensation details will be provided upon offer.

Interested applicants should e-mail resume & cover letter to firstteegreaterhouston@hga.org