



**Position:** Golf and Life Skills Coach

**Supervisor:** Program Coordinator

**FLSA Status:** Part-time, Non-Exempt

**Mission:** Deliver a targeted curriculum of golf and character development, life skills academic support, higher education, mentorship, and career development.

**Position Summary:** The part-time Golf and Life Skills Coach is responsible for role modeling, guiding, and coaching young people to become responsible Game Changers and committed active golfers; positively impacting their lives through First Tee Golf and Life Skills Experience using lesson plans and First Tee Coach Building Blocks.

**Duties and Responsibilities:** Under the direct supervision of the Program Coordinator,

- Promote First Tee's mission by modeling First Tee Nine Core Values and adherence to the First Tee Code of Conduct
- Active in The First Tee Coach training program
- Proficient in the delivery of the Age-Based Curriculum
- Ensure that classes are set up according to the lesson plan at least 30 minutes prior to the start of the scheduled lesson
- Utilize yardage books during lesson time and encourage participants to use books outside of class time
- Create and distribute Lesson Plans for different classes for all ages to all volunteers including school teachers, and junior mentors
- Conduct student Skills Reviews
- Provide a safe environment in all areas
- Attend pre-lesson coaching sessions for coaches and volunteers at least 15 minutes prior to the start of every lesson
- Meet and greet daytime participants
- Meet and greet afterschool participants

- Maintain equipment including organization and security of equipment storage areas
- Encourage and assist qualified youth to participate in golf tournaments, TFT home office opportunities, and local chapter events
- Conduct "On-Course" orientations for participants, parents, and volunteers
- Participate in regular parent meetings and clinics
- Involve volunteers and golf professionals in First Tee Coach Program
- Be available for travel to attend academies, regional and annual meetings, and training sessions
- Schedule and attend participant reward and celebration events
- Convey the Chapter's brand image to the public
- Perform duties out of class, as assigned
- Assist Program Coordinator in representing the Chapter to the community and aid in fundraising, marketing, public relations, and communication efforts
- Assist the Program Coordinator in adhering to the operating budget
- Assist Program Coordinator with the development of new procedures, schedules, and programs
- Assist as a chapter contact for applicants, volunteers, teachers, principals, students, and parents
- Create flyers and notices to participants and parents regarding schedule changes, special events, and related routine communication
- Network with FT chapter colleagues and exchange best practice ideas
- Assist Program Coordinator and Executive Director with public education and outreach activities (School, Kiwanis, Rotary Chambers of Commerce, etc), including public presentations, advocacy, training, and testimony
- Assist with Parent Orientations and maintain communication with parents

### **Other Requirements**

- Successfully pass a criminal background check
- Successfully pass TB/Drug Screening
- Possess an appropriate California Driver's License with a driving record acceptable to First Tee - Monterey County

### **Preferred Qualifications**

- Recognized First Tee Coach or Master Coach
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation Social Work, or related field
- Three years of experience as a PGA of America or LPGA teaching professional

- Experience in identifying and managing an instructional staff and volunteers
- Bilingual fluency in English and Spanish is desirable
- At least two years of experience in a youth development organization and/or as a credentialed school educator
- At least two years of experience as a recognized First Tee Coach and/or PGA or LPGA golf professional or apprentice

### **Education**

- Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California.
- Business school graduation or two years of college-level courses generally related to the activities
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation, or related field