



**Position:** Golf & Life Skills Experience Coordinator

**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 Golf and Life Skills Coordinator provides leadership to day-to-day operations of First Tee Golf and Life Skills Experience, program development, planning, scheduling, facility utilization, policy implementation, and safety.

**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.

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

- Promote First Tee's mission by modeling First Tee Core Values and adherence to the First Tee Code of Conduct
- Work closely with the Program Coordinators and Programs Directors to ensure participants enjoy the full benefit of First Tee - Monterey County and non-First Tee youth development opportunities
- Responsible for direct oversight and supervision of First Tee - Monterey County Golf and Life Skills Experience, John Zoller Clubhouse, and Coaches
- All of the duties and responsibilities of a Golf and Life Skills Coach
- Distribute Lesson Plans in a timely manner to teachers, principals, coaches, staff, and volunteers for all Golf and Life Skills classes, on-site clinics,

workshops, classes, and programs with other youth services organizations and schools

- Ensure coach to student ratios are within First Tee – Monterey County’s philosophy
- Continuously strive to improve coaching quality standards by utilizing the Coach Observation Form
- Overall responsibility for providing up-to-date and accurate information to Program Directors for registration, attendance, schedules, transportation, and Lesson Plans
- Create and implement activities during non-programming weeks
- Report program operations and information to the Program Director
- Provide Program Director with all participant information and progress through the Certification process
- Relay students’ certification information to parents and participants
- Promote, conduct, and oversee Certification for participants attending all levels
- Relay participant Certification results and findings to Program Director
- Conduct regularly scheduled recognition and awards events for participants
- Provide Volunteer Resources Assistant with volunteers’ information and attendance records
- Conduct regularly scheduled volunteer training sessions
- Assist the programming department in the successful functioning of the Parent Advisory Committee, and assist with the conducting of parent orientations
- Provide leadership for First Tee – Monterey County Tournament Club schedule, assigning responsibilities as needed
- Encourage upper level youth to participate in tournament opportunities
- Source and order new and innovative training aids, program equipment, and materials
- Assist in developing and adhering to the operating budget
- Work directly with the Program Director to provide seamless integration of programming and facility use
- Assist in the creation of promotional brochures to increase awareness of the program
- Represent the Chapter to the community and aid in fundraising, marketing, public relations, and communication efforts

- Able to travel to attend Academies, Regional and Annual Meetings, and training sessions

**Other Requirements:**

- Handle walk-in participants, volunteers, potential donors, and parents in a polite and courteous manner
- Operate standard and specialized office equipment
- Receive and screen First Tee - Monterey County visitors and telephone calls and take messages and reports
- Make judgments on-call priorities
- Provide factual information regarding inquiries about The Monterey Peninsula Foundation, First Tee Open, The AT&T Pebble Beach Pro-Am, First Tee - Monterey County programs and activities, as well as First Tee Home Office programs and opportunities
- Proofread and check typed and other materials for accuracy, completeness, compliance with policies, and correct English usage, including grammar, punctuation, and spelling

**Preferred Experience:**

- 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 as a PGA or LPGA golf professional or apprentice

**Preferred Qualifications:**

- Recognized First Tee Coach
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation Social Work, or related field
- At least three years of experience as a PGA of America or LPGA teaching professional
- Demonstrate exceptional communication, fiscal management, and managerial skills
- Experience in identifying and managing an instructional staff and volunteers

**Other Qualifications:**

- Successfully pass criminal background checks through the California Department of Justice and FBI

- Possess an appropriate California Driver's License with a driving record acceptable to First Tee - Monterey County
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work from the Immigration and Naturalization Service
- Bilingual fluency in English and Spanish is desirable

**Physical Requirements:** The position requires standing, walking, crawling, and sitting. Position involves the use of a keyboard involving repetitive motions with fingers, and the use of a telephone and face-to-face communications that require the accurate perception of speech as well as talking and hearing. Position requires the use of tools or controls. The employee is occasionally required to sit for prolonged periods. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The incumbent must have the abilities or aptitudes to perform each essential function proficiently with or without reasonable accommodation. FTMC is a dynamic work environment where positions evolve and change. Therefore, FTMC reserves the right to modify, delete, or add job duties, responsibilities, and skills that are stated in this job description at any time.*

