



Life & Golf Skills Coach Job Description

POSITION TITLE: **LIFE & GOLF SKILLS COACH**
ACCOUNTABLE TO: DIRECTOR OF PROGRAMMING
CLASSIFICATION: PART TIME HOURLY

Our mission is to impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

JOB OBJECTIVE

The First Tee of Greater Washington, DC Life and Golf Skills Coach is responsible for leading/teaching/coaching The First Tee Life Skills Experience utilizing The First Tee methodology and curriculum at scheduled classes/classes. Coaches positively impact their lives through The First Tee Golf and Life Skills Experience using lesson plans and The First Tee Coach Building Blocks.

Qualifications

- Ability to work a flexible schedule including late afternoons, evenings, and weekends (time and days are site dependent)
- Ability to coach a minimum of 2 classes per 6 week session
 - Spring I: March-April
 - Spring II: May-June
 - Summer: July-August
 - Fall: September- October
- Ability to attend The First Tee Coach Trainings as needed
- Communication skills
 - Ability to teach lessons and communicate verbally in a positive way to participants and parents
 - Keep Director of Programming aware of interactions with participants and parents
- Management skills
 - Effective management and training of volunteers
- Volunteer a minimum of 1 session (6 weeks) prior to becoming a paid coach

Responsibilities may include but are not limited to the following:

- Maintain a professional and cordial attitude towards co-workers, volunteers, participants and their parents
- Become proficient in the delivery of TARGET, PLAYer, Par, Birdie and Eagle lessons
- Model The First Tee Nine Core Values
- Maintain consistent and regular attendance and record it in Google Drive
- Lead Life Skills Experience Classes with support of volunteers

- 90 minute classes
- Arrive 60-45 minutes prior to the start of class to set-up, and be prepared 15 minutes prior to class to greet participants and parents at check-in
- Begin and end classes on time
- Break down program equipment after class
- Conduct pre lesson coaching sessions for coaches and volunteers 15-30 minutes prior to the start of every lesson
- Convey the Chapter's brand image to the public
- Conduct The First Tee Certification as necessary
- Monitor the quality of equipment and inform the Director of Programming of equipment needs
- Maintain and organize all equipment storage areas
- Encourage and assist qualified youth to participate in golf tournaments, National Opportunities and local chapter events
- Make the game fun for youth participants
- Provide a safe environment in all areas
- Provide Volunteer Coaches with direction and assistance
- Adhere to the standards of The First Tee Code of Conduct and The First tee of Greater Washington, DC Code of Conduct
- Be charismatic, personable, and motivational in working with youth

Development and Community Outreach:

- Assist Director of Programming in representing the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Assist Program and Executive Directors with public education and outreach activities (Kiwanis, Rotary, Chambers of Commerce etc), including public presentations, advocacy, training and testimony
- Assist with Parent Orientations and Clinics

General Responsibilities:

- Respond to requests for data in accordance with the policies of the chapter
- Graduation or certificate from an accredited high school
- Clean and respectable character background
 - Must be able to clear a criminal background check

Administration Duties:

- Handle walk-in participants, volunteers, potential donors and parents in a polite and courteous manner
- Relay students' certification information to parents and work with parents as needed
- Provide factual information regarding inquiries about The First Tee programs and activities, as well as The First Tee home office programs and opportunities

Questions/Resume submissions:

Katie Blodgett, Director of Programming
 kblodgett@thefirstteedc.org