



The First Tee Coach/Program Assistant March - November

Job Summary

Under the leadership of the Program Director and/or Executive Director, **The First Tee Coach/Program Assistant** is responsible for implementing all elements of The First Tee Life Skill Curriculum for The First Tee of the Jersey Shore (TFTJS) at its various locations.

This is a seasonal position beginning March 1 and concluding November 30

The First Tee Coach/Program Assistant is a key member of the Chapter management team primarily responsible for coaching classes, clinics and camps while also assisting the Program Director in the general management and administration of the program and coaching staff.

The First Tee Coach/Program Assistant is an example to the entire coaching staff in the delivery of The First Tee Golf & Life Skills Experience using The First Tee Coach philosophy and the TFTJS Lesson Plan structure. **The First Tee Coach/Program Assistant** will support the Program Director as requested with community partner opportunities, in-school programs & fundraising/special events.

Roles and Responsibilities

Coaching:

- Coach The First Tee classes as scheduled – **no less than 6 classes per session.**
- Maintain a professional attitude towards volunteers, participants and their parents.
- Make the game and experience fun for participants.
- Commence and end scheduled programs on time as directed.
- Provide a safe environment for participants and volunteers by following child safety policies and procedures.
- Track participants' information and progress with attendance and certification.
- Assist in providing recognition and awards for participants.
- Encourage and assist qualified youth to participate in golf tournaments, national opportunities and local chapter events.
- Devise and implement opportunities for participants to grow with the game, such as leagues, trainings, enrichment programs, etc.

Administrative:

- In tandem with the Program Director, coordinate and communicate lesson plans for programs with coaching staff.
- In tandem with the Program Director, create schedules of classes, clinics, outreach, and special opportunities for the season.

- Support Program Director in the management and coordination of the coaching staff.
- Foster a positive, inclusive and collaborative environment among the coaching staff.
- Generate reports for the Program Director as requested.
- Assist in the recruitment and training of coaching staff members as requested.

Miscellaneous:

- Assist in the development of parent orientation model to be delivered by the coaching staff during the first meeting of every class, clinic, camp or program.
- Attend community events as scheduled.
- Regularly communicate with Program Director and report on successes along with issues that may arise within the coaching staff.
- Assist the Program Director in resolving coaching staff issues as requested.
- Assist the Program Director to ensure that all coaching staff is compliant with Chapter risk management training and enforcement of policies set forth by the Board. Report violations immediately and act swiftly when child endangerment is suspected.

Other duties as assigned.

Compensation: \$1250 per month for 9 months commencing March 2019 ending November 2019. Minimum of 6 classes per session (Spring, Summer 1 & 2, Fall) with varying schedule according to Chapter needs. This part-time salary is non-negotiable.

Additional Information:

- There are no health benefits offered with this part-time position.
- Reasonable time off for personal days & vacations will be granted with proper coverage obtained and approval from the Program Director.

It is agreed and understood that **The First Tee Coach/Program Assistant** will personally conduct all classes assigned and agreed upon at the beginning of each season. *The complete fee for this position is noted above, payable in accordance with normal payroll practices of The First Tee of The Jersey Shore.* It is agreed and understood this fee includes attendance at all trainings, meetings, special events and outreach opportunities.

The continued employment of **The First Tee Coach/Program Assistant** is conditional on passing regular background checks during the entire term of employment with TFTJS.

Employment with The First Tee of The Jersey Shore within the State of New Jersey will be at-will, so that either employee or TFTJS can terminate the relationship at any time for any reason. Actions in violation with risk management/child protection policies or actions deemed egregious by the determination of the Chapter management will result in immediate dismissal.