



POSITION TITLE: **GOLF AND LIFE SKILLS COACH**

ACCOUNTABLE TO: Program Director

CLASSIFICATION: part-time, at will employment

JOB OBJECTIVE:

The Golf and Life Skills Coach is responsible for guiding and coaching young people to become responsible future citizens and committed, active golfers. The Golf and Life Skills Coach will work with a variety of kids and organizations to positively impact their lives through The First Tee Golf and Life Skills Experience using written lesson plans, The Nine Healthy Habits and The First Tee Coach philosophy.

COACHING DUTIES AND RESPONSIBILITIES:

- Maintain a professional and cordial attitude towards co-workers, volunteers, participants and their parents by modeling The First Tee Nine Core Values and adhering to the standards of The First Tee Code of Conduct.
- Communicate class cancellations (after obtaining Program Director approval) due to weather or other circumstances fully and clearly to parents **via email, text and/or phone calls** to insure each family is informed. **This is the sole responsibility of the Coach.** Chapter social media will be updated **when possible** by the Program Director, Program Assistant or Executive Director.
- Demonstrate proficiency in the delivery of The First Tee program curriculums as appropriate to level of training and knowledge.
- Conduct pre-lesson coach preview sessions for coaches and volunteers at least 15 minutes prior to the start of every lesson while maintaining consistent and regular attendance.
- Follow-up and successfully resolve all registration inconsistencies and/or questions that are part of the class, camp or clinic.
- As appropriate, follow and/or create written lesson plans for the appropriate level class you are teaching.
- Attend, lead and participate in The First Tee Certification days.
- Meet with the Program Director and/or Program Assistant as needed to review progress.
- Maintain and organize the quality of equipment and inform the Program Director or Program Assistant of equipment needs.
- Supervise the clean-up and storage following the conclusion of the class, camp or clinic and report any breakage or missing equipment.
- Assist Program Director and Program Assistant with the development of new procedures and programs to improve student retention including recognition and longevity awards.

- Encourage, nominate and assist qualified youth to participate in golf tournaments, national opportunities and local chapter events.
- Make the game fun for youth participants and provide a safe environment in all areas following all chapter risk management policies and procedures.
- Demonstrate exceptional communication, fiscal management and managerial skills.
- Be charismatic, personable, and motivational in working with youth.

MANDATORY ATTENDANCE REQUIREMENTS:

- **Attend all classes, clinics and/or special events as scheduled. Arrive at least 30 minutes prior to class.**
- **Start and end all sessions on time and as scheduled. Changes to the class schedule must be pre-approved by the Program Director.**
- **Absences without prior approval or notice, and lateness are grounds for dismissal.**
- **Attend community outreach events as requested.**
- **Attend and volunteer at annual golf outing, participant recognition ceremony and other special chapter events as requested.**
- **Attend and participate in scheduled coach meetings and coach conference calls.**

SPECIAL REQUIREMENTS:

Knowledge of – The game of Golf, rules and etiquette, The First Tee Life Skills Experience, The First Tee Nine Core Values, The First Tee Mission and Education Objectives.

Ability to – Give excellent customer service, communicate clearly and concisely in oral and written English. Read, understand, and apply established policies of The First Tee of the Jersey Shore. Follow oral and written instructions. Work under the pressure of time deadline and perform multiple tasks concurrently. Assess the critical importance of information received from various sources. Deal effectively and compassionately with the public under normal and confrontational circumstances.

Physical Abilities and Work Environment – While performing the essential functions of this job, the employee must be able to sit or stand for periods of time and may spend time indoors, in a controlled environment, and outdoors in an uncontrolled environment. Stoop, bend, kneel, and lift up to 50 lbs.

Other

- Pass a background check on a regular and routine basis.
- Complete all requested training.
- Become familiar with Risk Management policies and be responsible for enforcement during classes, clinic, camps or other business on behalf of The First Tee of the Jersey Shore.

By signing this document, you agree to execute the duties set forth in this job description and the schedule agreed upon.

Agreed:

COACH

Date