



## Golf and Life Skills Coach

**REPORTS TO:** Program Director

**CLASSIFICATION:** Part Time/ Session Based

**COMPENSATION:** Based on The First Tee Coach Level; increases based on progression

**JOB OBJECTIVE:** The Life and Golf Skills Coach is responsible for guiding and coaching young people to become responsible future citizens and committed, active golfers. Our Coaches positively impact the lives of our kids through The First Tee Golf and Life Skills Experience using lesson plans and The First Tee Coach Building.

**Duties and Responsibilities:** Must be or quickly become active in The First Tee Coach program aspiring to become a recognized The First Tee Coach. You will also be asked to:

- Lead a session, including managing volunteers, working with students and answering parent questions.
- Maintain a professional 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
- Adhere to the standards of The First Tee Code of Conduct
- Maintain consistent and regular personal attendance
- Positively convey the Chapter's brand image to the public
- Create and distribute Lesson Plans for TARGET, PLAYer, Par, Birdie and Eagle classes
- Learn to conduct The First Tee Certifications
- Ensure the facilities are kept clean after each class
- Help monitor the equipment and inform the Program Director of equipment needs
- Help maintain and organize all equipment storage areas
- Be aware of, encourage and assist qualified youth to participate in golf tournaments, national opportunities and local chapter events
- Demonstrate exceptional communication, fiscal management and managerial skills
- Be charismatic, personable, and motivational in working with youth
- Be available to attend academies, regional and annual meetings and training sessions

### EXPERIENCE AND EDUCATION GUIDELINES:

To perform this job successfully, an individual must be able to perform each essential duty at a satisfactory level. The requirements listed below are representative of the knowledge, skill, experience and or ability required. Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by The First Tee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Preferred Experience

- Prior youth development experience with an interest in golf
- Completed Assistant Coach Training Course online, Child Protection course, Level I or higher in the First Tee Coach Program or willing/able to do so at the first opportunity after being hired.
- Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State. Business school graduation or two years of college-level courses generally related to the activities of the The First Tee of Greater Philadelphia are desirable.
- Bachelor's Degree in the areas of sports administration, education, recreation or related field a plus.

**SPECIAL REQUIREMENTS:**

- Knowledge of and passion for – Developing young people, the game of Golf, rules and etiquette.
- Quickly learn the following: The First Tee Life Skills Experience, The First Tee Nine Core Values, The First Tee Mission and Education Objective.
- Give excellent customer service, communicate clearly and concisely in oral and written English. Read, understand and apply established policies of The First Tee participant services department. 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.
- Licenses and Certificates – possess an appropriate Driver License with a driving record acceptable to The First Tee.
- 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.
- Take and pass a Department of Justice and FBI background check
- Be insurable by The First Tee insurance carrier
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral, or diagram form.

**Please submit resume to:**

**Rebecca Caimano**  
**Program Director**  
**The First Tee of Greater Philadelphia**  
[rcaimano@thefirstteeaphila.org](mailto:rcaimano@thefirstteeaphila.org)  
**215-237-5179**