



**Position Title:** Golf & Life Skills Coach-Internship (1 position available)

**Accountable To:** Golf Pro/Manager

**Classification:** Independent Contractor

**Hourly Compensation:** \$15/Hour, Amateur (Up to 32 Hrs/Week for 10 Weeks)

**Location:** Columbus Indiana Parks & Recreation Department

***Our mission, The First Tee of Indiana strives to impact the lives of young people by providing programs that promote character development and life-enhancing values through the game of golf.***

### **Job Objective**

The Golf and Life Skills Coach is primarily responsible for guiding and coaching young people to become responsible future citizens and committed, active golfers. Positively impacting their lives through The First Tee Golf and Life Skills Experience using lesson plans and The First Tee Coach philosophy. This position is unique in that this individual will also be mentored by a Golf Pro and will be helping to follow through with day to day operations of one 9-hole and one 18-hole Par 3 public golf course. Additional paid hours may be available paid by Columbus Parks & Recreation Department, in addition to the opportunity for continued and/or future employment.

### **Duties & Responsibilities**

- Maintain a professional and cordial attitude towards co-workers, volunteers, participants and their parents as well as course patrons and customers
- 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
- Commence and end scheduled lessons on time
- Conduct pre lesson coaching sessions for coaches and volunteers at least 15 minutes prior to the start of every lesson
- Convey the Chapter's brand image to the public
- Maintain and organize all equipment storage areas
- Assist Golf Pro with the development of new procedures and programs to improve student retention including recognition and longevity awards
- Conduct "On-Course" orientations for participants, parents and volunteers
- Participate in regular parent meetings and clinics
- Make the game fun for youth participants
- Provide a safe environment in all areas
- Demonstrate exceptional communication, fiscal management and managerial skills
- Adhere to the standards of The First Tee Code of Conduct
- Be charismatic, personable, and motivational in working with youth
- Be available to attend academies, regional and annual meetings and training sessions

### **Development & Community Outreach**

- Assist Golf Pro in representing the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Assist as a chapter contact for applicants, volunteers, students and parents
- Assist with Parent Orientations and maintain communication with parents

### **General Responsibilities**

- Respond to requests for data in accordance with the policies of The First Tee
- Perform duties out of class, as assigned (clubhouse work and other golf Parks Department program assistance)
- Assist Golf Pro in adhering to the operating budget

### **Administration Duties**

- Handle walk-in participants, volunteers, potential donors and parents in a polite and courteous manner
- Operate standard and specialized office equipment

## Experience & Education Guidelines

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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:** At least two years' experience in youth development or golf experience
- **Education:** Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of Indiana. Business school graduation or two years of college-level courses generally related to the activities of the employing organizational Foundation are desirable. Bachelors Degree in the areas of sports administration, education, recreation or related field

## 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 Objective. The use of personal computers and various Windows-based applications programs. Basic telephone etiquette, the proper use, and operation of telephone and related communications systems. Business letter writing and the standard format for typed materials. Basic record keeping principles and practices, basic business mathematics, and the operation of standard office equipment.

**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 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. Establish and maintain effective working relationships with those contacted in the course of work. Learn to operate specialized department/office equipment and read and interpret specialized department documents. Operate a personal computer, including spreadsheet and word processing programs, and learn specialized The First Tee programs.

**Licenses & Certificates:** Possess an appropriate Driver License with a driving record acceptable to The First Tee.

**Physical Abilities & 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. The employee may experience a low noise level in the work environment, have excellent uncorrected hearing and a clear unaccented easily understood voice when communicating with the public in person and by telephone. Stoop, bend, kneel, and lift up to 50 lbs. Use keyboard equipment for lengthy periods of time.

### **Other:**

- 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
- Take an Department of Justice and FBI background check
- Be insurable by The First Tee insurance carriers
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral, or diagram form. Ability to deal with problem involving several concrete variables in standardized situations.

## Resume Deadline Date– Open Until Filled

### Application Instructions

Resumes for this position will be accepted via email at [nmurphy@columbus.in.gov](mailto:nmurphy@columbus.in.gov) The subject line of the email should read: "Last Name, First Name– TFT INDIANA Resume." Please combine your cover letter, resume and any additional materials as one PDF file attached to the email.

Emails or cover letters may be addressed to:

Nikki Murphy  
Director of Sports Programs  
Columbus Parks & Rec