



**POSITION TITLE:**                **Lead Coach**

**ACCOUNTABLE TO:**            Program Director

**CLASSIFICATION:**            Full Time, Hourly, Seasonal, Exempt

**HOURLY RATE:**                Starting at \$15 per hour

**HOW TO APPLY:**                Send a resume to Michael Prothe at [mprothe@thefirstteelakeerie.org](mailto:mprothe@thefirstteelakeerie.org)

***Our Mission is to positively 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 Lead Coach is 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 Building Blocks.

#### **Duties and Responsibilities**

- Must be active in The First Tee Coach program or able and willing to complete The First Tee Coach Program.
- 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 as applicable.
- Develop a relationship with The First Tee Home Office, Regional Manager and other chapter representatives/employees within the network
- Model The First Tee Nine Core Values and Healthy Habits
- 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
- Create and distribute Lesson Plans for TARGET, PLAYer, Par, Advanced Par, Birdie, Eagle and League Play classes as applicable
- Conduct The First Tee Certification
- Monitor the quality of equipment and inform the Program Director of equipment needs
- Maintain and organize all equipment storage areas
- Assist Program Director with the development of new procedures and programs to improve student retention including recognition and longevity awards
- Encourage and assist qualified youth to participate in golf tournaments, Home Office opportunities and local chapter events
- Provide Program Director with accurate participant class attendance records
- Provide Program Director with accurate attendance records of volunteers

- Assist with 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
- Involve volunteers and golf professionals in The First Tee Coach Program
- Demonstrate exceptional communication and leadership 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 and Community Outreach:

- Assist Program Director 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
- Network with other chapter colleagues and exchange best practice ideas
- 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 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

#### Administration duties:

- Handle walk-in participants, volunteers, potential donors and parents in a polite and courteous manner
- Operate standard and specialized office equipment
- Providing Program Director with participants' information and progress through the skills review process
- Relay students' certification information to parents
- Act as receptionist when needed and receive and screen The First Tee visitors and telephone calls and take messages and reports. Make judgments on call priorities
- Provide factual information regarding inquiries about The First Tee programs and activities, as well as The First Tee home office programs and opportunities
- Assist with writing Thank You letters on a periodic basis

### **EXPERIENCE AND EDUCATION GUIDELINES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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.

#### REQUIRED Experience

- Knowledge of the game of Golf, rules and etiquette.
- Able to attend Level I training of The First Tee Coach Program.
- Graduation from an accredited high school or an equivalent certificate or diploma
- Has a reliable form of transportation
- Operate a personal computer, including spreadsheet and word processing programs, and learn specialized The First Tee programs.
- Able to operate standard office equipment.

- Deal effectively and compassionately with the public under normal and confrontational circumstances.

#### Preferred Experience

- At least two years experience in youth development
- Completed Phase I or higher in the First Tee Coach Program
- At least two years experience as a credentialed school educator
- At least two years experience as a PGA or LPGA golf professional or apprentice

#### **SPECIAL REQUIREMENTS:**

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.

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.

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. 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.

#### 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
- Pass a background check administered by a third party, and approved by The First Tee of Lake Erie.
- 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.