



**POSITION TITLE:**                   **Programming Intern**

**ACCOUNTABLE TO:**               Program Director

**CLASSIFICATION:**               Part Time, Unpaid, Internship

**HOW TO APPLY:**                 Send a resume to Amanda Liford at [amaze@thefirstteelakeerie.org](mailto:amaze@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 Programming Intern is responsible for assisting to develop and enhance our programs that we deliver to the children in the community to be hands on, fun, and instill life-enhancing values.

## **Duties and Responsibilities**

- 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.
- Model The First Tee Nine Core Values and Healthy Habits
- Maintain consistent and regular attendance
- 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
- Assist Program Director with the development of new procedures and programs to improve student retention including recognition and longevity awards
- 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
- Adhere to the standards of The First Tee Code of Conduct
- Be charismatic, personable, and motivational in working with youth
- Assist Program Director in representing the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Perform duties out of class, as assigned
- Operate standard and specialized office equipment

## **EXPERIENCE AND 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.

### REQUIRED Experience

- Knowledge of the game of Golf, rules and etiquette.
- 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.

## **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 intern 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 intern 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.