

901 Houndslake Drive

Aiken, South Carolina 29803

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www.thefirstteeaiken.org

**Life & Golf Skills Assistant Coach Job Description**

POSITION TITLE:  **LIFE & GOLF SKILLS ASSISTANT COACH**

ACCOUNTABLE TO: DIRECTOR OF PROGRAMMING

CLASSIFICATION: PART TIME HOURLY

***Our mission is to give young people opportunities for a better future. We do this through active involvement in life skills that are learned on the course, in the classroom, and in service to each other and the community.***

**JOB OBJECTIVE**

The First Tee of Aiken Life and Golf Skills Coach is responsible for guiding and coaching young people to become responsible future citizens and committed, active golfers. Assistant Coaches positively impact their lives through The First Tee Golf and Life Skills Experience using lesson plans and The First Tee Coach Building Blocks.

**Duties and Responsibilities may include but are not limited to the following:**

* 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
* Model The First Tee Nine Core Values
* Maintain consistent and regular attendance
* Assist Director of Programming as needed
* Assist, lead and oversee classes
* Set-up and breakdown of classes and equipment
* Commence and end scheduled lessons on time
* Conduct pre lesson coaching sessions for coaches and volunteers 15-30 minutes prior to the start of every lesson
* Convey the Chapter’s brand image to the public
* Assist in the creation and distribution of Lesson Plans for TARGET, PLAYer, Par, Advanced Par, Birdie, Eagle and League Play classes
* Conduct The First Tee Certification
* Monitor the quality of equipment and inform the Director of Programming of equipment needs
* Maintain and organize all equipment storage areas
* Encourage and assist qualified youth to participate in golf tournaments, Home Office opportunities and local chapter events
* 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
* Provide Volunteer Coaches with direction and assistance
* Adhere to the standards of The First Tee Code of Conduct and The First tee of Aiken Code of Conduct
* Be charismatic, personable, and motivational in working with youth

Development and Community Outreach:

* Assist Director of Programming in representing the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
* 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 Clinics

General Responsibilities:

* Respond to requests for data in accordance with the policies of The First Tee of Aiken
* Perform other duties out of class, as assigned

Administration Duties:

* Handle walk-in participants, volunteers, potential donors and parents in a polite and courteous manner
* Participant data entry, filing, class related administration duties
* Relay students’ certification information to parents and work with parents as needed
* 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

**Compensation**: Starting at $8/hour

**Hours**: Approximately 15 hours/week during programming times. Flexible.