

Part Time Youth Coach

Job Description

Position Title:	Part Time Youth Coach
Division/Department:	Programs
Reports to:	Director of Programming
FLSA Classification & Position Type:	Part time
Supervisory Position:	Supervisory
Location:	Elson Redmond Memorial Driving Range, Tattersall Youth Development Center, Belmont, Richmond, VA

JOB SUMMARY

First Tee – Greater Richmond (FTGR) is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment.

The Part Time Youth Coach is responsible for guiding and coaching young people to become responsible future citizens and committed, active golfers. Youth Coaches are responsible for positively impacting participants' lives through First Tee Golf and Life Skills Experience using lesson plans and First Tee Coach philosophy. This position helps maintain the goals of the organization's strategic plan and may be involved in other FTGR projects, as needed.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Deliver lesson plans and programs to fully expose participants to First Tee Life Skills education and First Tee Nine Core Values as outlined in First Tee guidelines.
- Become active in First Tee Coach program, aspiring to be a First Tee certified coach.
- Maintain consistent and regular attendance.
- Commit to 2-3 classes a session.
- Commence and end scheduled coaching lessons on time.
- Administer First Tee Certification process.

- Provide a safe environment and create games and experiences fun for participants.
- Convey First Tee of Greater Richmond's brand image to everyone- participants, parents, patrons, teachers, volunteers, donors.
- Handle all communication with participants, parents, and volunteers in a polite and courteous manner.
- Be charismatic, personable, and motivational to First Tee youth and make the game fun.
- Model First Tee Nine Core Values at all times.

JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)

- Effective and proactive team communication, facilitation, problem solving, and decision making.
- Experience in interpersonal relations, coaching, or facilitating youth programs
- Charismatic, personable, motivational in working with youth, coaches, and volunteers

OTHER INFORMATION AND EXPECTATIONS

- Maintains adherence to the organization's policy on confidentiality in all matters regarding personnel, financial, volunteer and other business information about the organization.
- Seeks and participates in continuing education or professional development related to the position, the organization, or both.

WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS

This position is performed in a traditional office environment and will require the individual to travel to First Tee – Greater Richmond golf facilities including:

- The Elson Redmond Memorial Driving in Richmond, VA
- The Tattersall Youth Development Center at First Tee Chesterfield Golf Course in North Chesterfield, VA.
- Belmont Golf in Henrico, VA

Typical days and hours of work are Tuesday through Saturday afternoons and evenings.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to control computer mouse, type or write; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

EEO STATEMENT

First Tee - Greater Richmond provides equal employment opportunities (EEO) to all employees and applicants and does not make employment decisions because of or on the basis of race or traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, including lactation, age (40 years of age or older), national origin, disability, marital status, veteran status, or any other basis prohibited by federal, state, or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. First Tee – Greater Richmond reserves the right to modify the scope of this position. Factors that may affect this position include, but are not limited to, those related to business needs, organizational structure, industry trends, and individual skills and performance.

Acknowledgment Signatures

This job description has been approved by all levels of management:

Supervisor _____

Employee signature below constitutes understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

File: Personnel Folder

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