

Assistant Coach

Job Description

Position Title: Assistant Coach
Division/Department: Programs
Reports to: Program Manager
FLSA Classification & Position Type: Part Time / Hourly (starting at \$15/hour)

Location(s): Option to work at any of the three First Tee - Greater Richmond facilities:
The Tattersall Youth Development Center in Chesterfield
Elson Redmond Memorial Driving Range in Richmond
Belmont Golf Course in Henrico

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.

Assistant Coaches are responsible for guiding and mentoring young people to become responsible future citizens and committed, active golfers. Assistant Coaches are responsible for positively impacting the lives of youth participants through First Tee Programs using the First Tee curriculum and coaching philosophy. This position helps support lead coaches while also helping First Tee - Greater Richmond accomplish its mission in the community.

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.

- Support Lead Coaches in delivering activity-based lesson plans to engage youth participants in learning life skills and healthy habits through the game of golf.

- Participate in the First Tee training program beginning with the Assistant Coach Training (ACT) and attend local chapter training sessions as needed.
- Commit to 2 classes per season (Spring, Summer, Fall)
- Assist with class set-up, participant check-in, and ensuring participant safety before, during, and after each class.
- Assist with maintaining equipment including the organization of equipment storage areas.
- Convey First Tee - Greater Richmond's positive brand image to youth participants, families, community partners, and operational staff to help foster a welcoming and inclusive environment.
- Assist with youth participant and parent questions in a professional and courteous manner.
- Model First Tee - Greater Richmond core values and key commitments at all times.

JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)

- Graduation from an accredited high school or an equivalent certificate
- Valid Driver's License
- Authorized to work in the United States
- Successfully complete a background check and SafeSport training
- Effective and proactive team communication, facilitation, problem solving, and decision making
- Charismatic, personable, motivational in working with youth, coaches, and volunteers
- Able to travel and attend academies, coach training, and chapter meetings

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 golf course environment and will require the individual to travel to their preferred First Tee – Greater Richmond golf facility including:

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

Classes typically require 2 hours of the Assistant Coach's time per class to include 45 minutes for set-up, 60 minutes for activity-based program delivery, and 15 minutes for clean-up.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to 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.

APPLY TODAY

Email a cover letter, resume, and three references (name, contact information, relation to applicant) to Madison Allen, Program Manager, at madison@firstteerva.org

All candidates are subject to a background check and drug screening.

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.