

## Outreach Coach - Petersburg

### Job Description

**Position Title:** Outreach Coach  
**Division/Department:** Programs  
**Reports to:** Director of Education and Outreach  
**FLSA Classification & Position Type:** Part Time / Hourly (up to \$18/hour)

**Location(s):** Opportunities to deliver First Tee programming in the Petersburg, VA area.  
Dogwood Trace Golf Course  
Various community partners and school locations

### 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 our community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment.

The Outreach Coach plays a key role in delivering engaging, safe, and impactful experiences that introduce youth to the game of golf and the First Tee curriculum with an emphasis on life skills and character development. This position will primarily assist with summer programming for youth participating through Petersburg Parks and Recreation at Dogwood Trace Golf Course while also supporting year-round outreach initiatives through the First Tee School Program and First Tee Community Program.

### 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.

- Implements First Tee curriculum and ensures high quality standards and program delivery for participants in the First Tee School Program and First Tee Community Program in the Petersburg area.

- Commit to 12 hours a week leading First Tee Programs, tabling at community events to educate the public about First Tee - Greater Richmond, and assisting PE teachers with First Tee delivery through the First Tee School Program.
- Participate in the First Tee training program beginning with Welcome to First Tee, the Assistant Coach Training (ACT), and Level 1 training.
- Guide assistant coaches and volunteers during First Tee School Programs and First Tee Community Programs.
- Assist the program team with lesson planning, and developing new, engaging golf and non golf related activities.
- Lead class set-up, participant check-in, and ensuring participant safety before, during, and after each outreach class.
- Ensure assistant coaches and volunteers are engaged with the program delivery and understands the lesson plan prior to the start of class.
- Assist with maintaining equipment including the organization of equipment storage areas.
- Provide transportation via First Tee - Greater Richmond 12 passenger bus if needed for FTGR community program partners.
- 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.
- 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
- Authorized to work in the United States
- Valid Driver's License and reliable transportation required
- Successfully complete a background check and SafeSport training
- CPR certified
- Effective and proactive team communication, facilitation, problem solving, and decision making
- Passion for youth development and creating positive experiences for young people
- Charismatic, personable, motivational in working with youth, coaches, and volunteers
- Golf experience preferred, college golf club team or youth coaching experience a plus
- Able to travel and attend annual coach training and chapter meetings
- Flexible schedule with availability during summer programming, afternoons, and some evenings or weekends depending on the programming schedule

### **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:

- Dogwood Trace Golf Course located at 3108 Homestead Drive, Petersburg, VA 23805
- First Tee Administrative Offices located at 100 Everett Street, Richmond, VA 23224

Summer camp programming typically requires approximately six hours of the Outreach Coach's time on Tuesdays and Thursdays from late June through late July. In addition, each First Tee class generally requires two hours of staff time, including approximately 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 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 Chevonne Braxton, Director of Education and Outreach, at [chevonne@firstteerva.org](mailto:chevonne@firstteerva.org)

All candidates are subject to a background check.

## 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.