

Outreach Coach - Richmond

Job Description

Position Title: Outreach Coach
Division/Department: Programs
Reports to: Education and Outreach Manager
FLSA Classification & Position Type: Part Time / Hourly (up to \$20/hour)

Location(s): Opportunities to deliver programming at all 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
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 seasonal programming March through November with an emphasis on First Tee School Programs and Community Programs.

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 Greater Richmond region.
- Leads school field trips at First Tee - Greater Richmond green grass facilities which includes activity set-up, collecting field trip data forms, providing instructions to volunteers, leading the welcome and safety procedures for students, and keeping time for station rotations to ensure students get back to school in a timely manner.
- Commit to 15 hours a week leading classes, field trips, and tabling at community events to educate the public about First Tee - Greater Richmond.
- 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 programming 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.
- Ensures 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
- Valid Driver's License
- Authorized to work in the United States
- Successfully complete a background check and SafeSport training
- CPR certified
- Effective and proactive team communication, facilitation, problem solving, and decision making
- 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
- Bilingual English/ Spanish speaking is a plus.

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 all 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
- Various schools and community partner locations in the Metro Richmond area

Classes typically require 2 hours of the Outreach 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. School field trips typically require 4.5 hours of the Outreach Coach's time to include 45 minutes for set-up, 3 hours for two waves of schools (90-minutes per wave), and 30 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, Senior Director of Programs, at chevonne@firsttee.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.