

Player Development Professional

Job Description

Position Title:	Player Development Professional
Division/Department:	Youth Programs (60%), Golf Operations (40%)
Reports to:	Senior Director of Programs and Head Golf Professional
FLSA Classification & Position Type:	Exempt / Full time
Anticipated Start Date:	January 1 st , 2027
Salary Range:	\$50,000 - \$60,000
Supervisory Position:	Supervisory
Location:	Belmont Golf Course 1600 Hilliard Road, Henrico, VA 23228

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 organization is seeking an individual who is mission-minded with a “can do”, team first attitude, and is passionate about cultivating a vibrant culture of continued learning, golf, and life skill development. This role will lead, manage, and deliver First Tee Program classes utilizing the First Tee curriculum on scheduled days to further create dynamic and seamless learning environments for youth in our community. In addition, the Player Development Professional will support golf operations by assisting with clinics and special events as needed. This individual will be a role model who leads by example and represents First Tee – Greater Richmond in a positive manner throughout the service area to parents, youth participants, patrons, donors, volunteers, and staff.

Belmont Golf Course was built in 1917 by Hall of Fame architect A.W. Tillinghast as Hermitage Country Club. In the 1930’s and 1940’s, the course was a frequent stop for the PGA hosting the Richmond Invitational and 1949 PGA Championship. Legends like Ben Hogan, Sam Snead and more walked these hallowed fairways. In 1977, Hermitage Country Club built a new facility west of Richmond and Henrico County purchased the course and named the property Belmont Golf Club. Operated by the county until 2019, First Tee – Greater Richmond leased the course and conducted a \$5M renovation to the golf course converting it to a 12-hole course (Belmont), a 6-

hole course (Little Bell), and an 18-hole putting course (Ringer) with practice facilities that rival that of the best private clubs.

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.

Essential Responsibilities Youth Programming:

- Lead and manage First Tee – Greater Richmond youth programs at Belmont Golf Course to include First Tee Program classes, First Tee School Program field trips, and Community Program initiatives as needed.
- Proficient in the First Tee curriculum and assists in leading part-time coaches and volunteers to deliver high-quality and high-energy programs.
- Assist in the creation and distribution of lesson plans for First Tee Program, First Tee School Program, and First Tee Community Program initiatives.
- Encourage qualified youth participants to participate in First Tee matches, golf tournaments, local chapter events, and national participant opportunities.
- Collaborate with the Head Golf Professional regarding class schedules, field trips, anticipated facility usage, and needs.
- Provide the Senior Director of Programs with accurate participant class attendance records.
- Assist with parent orientations and maintain communication with parents in-person, via email, and provide content for bi-weekly newsletters, such as Tuesdays Tee Time.
- Ability to organize class materials, such as lesson plans and class rosters, and provide real-time training and guidance on-site to part-time coaches and volunteers.
- Ensure all equipment storage areas are clean and organized.
- Model the First Tee – Greater Richmond core values and key commitments on and off the golf course.

Essential Responsibilities Golf Operations:

- Assist with leagues, clinics, tournaments, and special events as needed.
- Understanding of point-of-sale and tournament platforms such as Lightspeed and Golf Genius preferred, but not required.
- Assist in growing the culture through relationships with program participants, families, patrons, community partners, and operational staff.
- Provide individual golf instruction consistent with First Tee's philosophies.
- Conduct individual and group golf lessons and leads player development programs.
- Expectation to work counter shifts and outside operation shifts as needed.
- Perform other appropriate tasks as assigned by the Head Golf Professional.

JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)

- Requires a Bachelor's degree in nonprofit management, business administration, professional golf management, education, or other related field

- Experience in teaching, coaching, or a passion for inspiring young people
- PGA / LPGA Professional or Associate strongly preferred
- Valid Driver's License
- Effective and proactive team communication, facilitation, problem solving, and decision making
- Ability to work a flexible schedule including late afternoons, evenings, Saturdays (popular First Tee programming day), as well as summer (hours are site dependent on classes, camps, and field trips)
- High energy, charismatic, personable, motivational in working with youth, coaches, patrons, part-time staff, and volunteers
- Skilled with Microsoft Word, Excel, PowerPoint, and Google Suite

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 combination of an office setting (parent communication, scheduling, clinic planning, and lesson planning) and outside at the golf course and/or practice facilities.

Typical days and hours of work are dependent upon scheduled classes, field trips, and special events. A typical week would be Tuesday through Saturday (40 hours).

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.