Outside Staff

Job Description

Position Title:	Outside Staff
Division/Department:	Golf Operations
Reports to:	Head Golf Professional
FLSA Classification & Position Type:	Part-time Hourly Rate: $13.75/hour
Location:	Elson Redmond Memorial Driving Range 400 School Street, Richmond, VA 23222

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. Through its programs, FTGR strengthens the character of the community by helping youth build resilience, develop essential life skills, and form meaningful relationships with caring adults in a safe and supportive environment.

The Elson Redmond Memorial Driving Range is an award-winning, premier practice facility located just north of Downtown Richmond. Featuring an expansive Bermuda grass driving range, practice putting and chipping greens, a six-hole par-3 course, and a Trackman 4 simulator room, the facility welcomes golfers of all ages and skill levels.

The primary responsibility of Outside Staff is to collect, clean, and maintain the golf balls used at the driving range. This includes operating the ball picker cart and its equipment, as well as performing some manual golf ball collection. This role is also responsible for general upkeep and maintenance of the picker cart, collection equipment (apparatus), and ball washer to ensure they remain clean and in proper working condition.

This position requires a flexible schedule, including frequent weekend shifts and occasional holiday hours. Work schedules are also weather dependent, as facility operations and staffing needs may vary based on weather conditions and range usage.

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.

Key Responsibilities:

- Utilizes picker cart and shag bags to collect all range balls
- Cleans and separates range balls utilizing the ball washer machine
- Helps maintain a professional appearance at all times
- Maintains upkeep of the picking equipment and ball washing machine

JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)

- Valid Driver's License
- Positive and professional demeanor, must be a team player
- Effective and proactive team communication, facilitation, problem solving, and decision making
- Must pass a background check and complete SafeSport training
- Ability to work independently with minimal supervision
- Ability to lift 50 lbs to shoulder height

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.

To apply, please send a resume to Head Golf Professional, JT Hintzen, at jt@firstteerva.org