2027 Summer Camp Intern

Job Description

Position Title:	2027 Summer Camp Intern
Division/Department:	Programs, Admin
Reports to:	Program Manager
FLSA Classification & Position Type:	Nonexempt / Seasonal Employees
Supervisory Position:	N/A
Location(s):	First Tee - Greater Richmond Golf Facilities

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 Summer Camp Interns are responsible for coaching and mentoring young people to become positive role models and active golfers. This objective is achieved by the daily delivery of life skills, golf skills, and healthy habits in a safe, fun, and engaging camp setting. These positions help maintain the goals of the organization's strategic plan and may be involved in other First Tee – Greater Richmond projects, as needed. **Summer internship dates are June 1st – August 13th, 2027. Summer interns will be paid $17/hour.**

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.

- Teach basic golf skills to athletes ages 5-17 and follow lesson plans to set up fun activities for campers.
- Integrate First Tee Life Skills Curriculum with golf skills to guide and mentor young people to become future leaders and active golfers.
- Lead and manage summer camp procedures at golf facilities.
- Supervise and create relationships with youth in the organization.
- Deliver curriculum and appropriate activities that meet the developmental needs of youth.

- Assist First Tee - Greater Richmond with any necessary communication among participants, parents, and volunteers.
- Perform administrative duties including but not limited to developing lesson plans, creating marketing materials, assisting with donor materials, and other administrative duties assigned by various departments.
- Develop weekly newsletters summarizing the week of summer camp to participants and families.
- Show initiative and work effectively with other interns, junior coaches, facility staff, and other representatives from school and community partners.
- Understand and apply procedures and best practices of First Tee - Greater Richmond to ensure a safe environment in accordance with the Safe Sport Act.
- Perform additional responsibilities related to the success of the organization.

Internship Outcomes / Objectives

This internship will contribute to professional / career goals in the following ways:

- Leadership skills with diverse stakeholders and team members
- Customer service experience with various stakeholders of the organization
- Networking skills and opportunities through staff outings, off-site meetings, and events
- Written and verbal communication skills with other interns and staff members
- Marketing skills in creating promotional content to highlight summer camp activities
- Problem-solving and analytical thinking skills in day-to-day situations that may arise
- Planning and operational skills in understanding the layers of planning each program requires
- Mentorship amongst staff members and participants of youth development organization

JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)

- Incoming first-year students or current undergraduate students in good standing at an accredited four-year college; graduate students in good standing also eligible
- Effective and proactive team communication, facilitation, problem-solving, time management, and decision-making
- Exemplify good character and reputation that is reflective of First Tee's Mission
- Desire to mentor youth
- Enthusiastic for an active lifestyle and passion for using sports to teach character-enhancing values to children
- Efficient with Microsoft Word, Excel, and Outlook, as well as experience with standard office equipment
- Authorized to work in the United States
- Valid Driver's License

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 will require the individual to travel to First Tee – Greater Richmond golf facilities including:

- Elson Redmond Memorial Driving Range in Richmond, VA
- The Tattersall Youth Development Center at the First Tee Chesterfield Golf Course in North Chesterfield, VA
- Belmont Golf Course in Henrico, VA
- Dogwood Trace Golf Course in Petersburg, VA

Typical days and hours of work are Monday through Friday, 8:00 a.m. to 3:30 p.m. Occasional evening and weekend work may be required as job duties and business demand. Summer Camp Interns will have July 5th off, plus an additional week between June 1st – August 13th. There will be a mandatory Summer Camp Internship orientation June 1st - June 4th.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand for an extended period of time; walk; sit; use hands to handle, or feel objects, tools, or controls; use fingers and hands to control a 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.

APPLICATION PROCESS

Email a cover letter, resume, and list of three references (name, contact information, relation to applicant) to Nick Moore, Program Manager, at Nick@firstteerva.org.

All candidates are subject to a background check (5 business days), SafeSport Training completion (90 minutes), and First Tee Assistant Coaches Training completion (30 minutes).

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.