



The First Tee of Greater Charlotte Site Director

Our Mission

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

Reports to

The First Tee of Greater Charlotte Site Director (SD) reports to the Program Director (PD)

Employment Status

Part time, Permanent

Salary/Wage

Dependent on Experience, Hourly

Qualifications

- Ability to work a flexible schedule including late afternoons, evenings and weekend (site dependent) as well as summers (hours are site dependent)
- Organizational skills
 - Ability to organize class materials and coaching tools
 - Ability to maintain security of equipment
 - Capacity to evaluate lesson plan application and delivery
- Communication Skills
 - Ability to teach lessons and communicate verbally in a positive way to participants and parents
 - Keep PD directly informed of all interactions with participants, parents and facility staff
 - Articulate participant capabilities for national opportunities
- Customer Service
 - Personable, motivational, and charismatic in working with youth and adults
- Management Skills
 - Effective training and communication with Assistant Coaches and Volunteers
 - Evaluate participant potential for national opportunities and drive preparation

Preferred Certifications

LPGA/PGA, The First Tee Coach in Training-Level I, PGM Students, Physical Education Background, Recreation Management Background, School Educator, and/or prior experience in youth development

Job Summary

Lead/Teach/Coach The First Tee Life Skills Experience utilizing The First Tee methodology and curriculum at scheduled class/classes, to help young people become responsible future citizens, and committed, active golfers. May also participate in curriculum development, administrative tasks and other duties as assigned.



Time Commitment

Varies depending on scheduled class and season: averages 15-20 hours per week

Roles and Responsibilities

- Must be active in The First Tee Coach program aspiring to become a recognized The First Tee Coach
- Maintain a professional and cordial attitude towards co-workers, volunteers, participants and their parents
- Become proficient in the delivery of TARGET, PLAYer, Par, Birdie and Eagle lessons
- Model The First Tee Nine Core Values
- Maintain consistent and regular attendance
- Commence and end scheduled lessons on time
- Conduct pre lesson coaching sessions for coaches and volunteers at least 15 minutes prior to the start of every lesson
- Convey the Chapter's brand image to the public
- Assist in the creation and distribution of Lesson Plans for TARGET, PLAYer, Par, Advanced Par, Birdie, and Eagle Classes
- Conduct The First Tee Certification
- Monitor the quality of equipment and inform the PD of equipment needs
- Maintain and organize all equipment storage areas
- Assist PD with the development of new procedures and programs to improve student retention including recognition and longevity awards
- Encourage and assist qualified youth to participate in golf tournaments, Home Office opportunities and local chapter events
- Provide PD with accurate participant class attendance records
- Provide Volunteer Coordinator with accurate volunteer attendance records
- Conduct "On-Course" orientations for participants, parents and volunteers
- Make the game fun for youth participants
- Provide a safe environment in all areas
- Adhere to the standards of The First Tee Code of Conduct
- Be charismatic, personable, and motivational in working with youth
- Be available to attend academies, regional and annual meetings and training sessions
- Network with other chapter colleagues and exchange best practice ideas
- Assist with Parent Orientations and maintain communication with parents
- Respond to requests for data in accordance with the policies of The First Tee
- Providing PD with participants' information and progress through the certification process
- Relay students' certification information to parents
- Provide factual information regarding inquiries about The First Tee programs and activities, as well as The First Tee home office programs and opportunities

Consistently provides service excellence to all participants, parents, volunteers and co-workers in a manner that reflects The First Tee's Nine Core Values: Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy, Judgment.