

## **First Tee - Greater Charlotte**

### **Site Director**

**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:** Program Director of First Tee – Greater Charlotte

**Employment Status:** Part time, Permanent Salary/Wage Dependent on Experience, Hourly

**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.

### **Roles and Responsibilities**

- Must be active in the First Tee Coach program aspiring to become a recognized 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 Program Director of equipment needs
- Maintain and organize all equipment storage areas
- Assist Program Director 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 Program Director 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 safe and fun for all 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 Program Director 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

**Qualifications:**

- Ability to work a flexible schedule including late afternoons, evenings and weekends (site dependent) as well as summers (hours are site dependent)
- Time commitment varies depending on scheduled class and season: averages 15 to 20 hours per week
- 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 Program Director 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

**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.**