

# JOB DESCRIPTION

<b>POSITION TITLE</b>	GOLF AND LIFE SKILLS LEAD COACH
<b>ACCOUNTABLE TO</b>	Executive Director / Program Director
<b>CLASSIFICATION</b>	Part-time / Independent Contractor
<b>COMPENSATION</b>	Based on experience and certifications. Coaches receive compensation for lesson plan development and coaching.
<b>LOCATION(S):</b>	Beckley, Teays Valley, Morgantown, Lewisburg
<b>HOURS</b>	Varies depending on season and class schedules. Must be flexible.
<b>OUR MISSION</b>	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.

## JOB OBJECTIVE

The Golf and Life Skills Lead Coach is responsible for guiding and coaching young people to become responsible future citizens and committed, active golfers. The Golf and Life Skill Lead Coach will work with a variety kids and organizations through-out the state of West Virginia to positively impact their lives through The First Tee Golf and Life Skills Experience using written lesson plans, The Nine Healthy Habits and The First Tee Coach philosophy.

## LEAD COACH DUTIES AND RESPONSIBILITIES

- Maintain a professional and cordial attitude towards co-workers, volunteers, participants and their parents by modeling The First Tee Nine Core Values and adhering to the standards of The First Tee Code of Conduct.
- Be charismatic, personable, and motivational in working with youth and their parents.
- Dress Professionally (*proper golf attire*)
- Make the game fun for youth participants and provide a safe environment in all areas following all chapter risk management policies and procedures.
- Become proficient in the delivery of each levels curriculums.
- Track participants' information and progress with attendance sheets and provide recognition for participants.
- Assist the Program Director in identifying new procedures, class practices, and equipment to improve student retention.
- Maintain and organize the quality of equipment and inform the Program Director of equipment needs.
- Communicate with the Program Director to review participant progress and assist in The First Tee Certifications.
- Create and distribute Lesson Plans for all classes. Plans must be approved in advance.
- Prepare attendance and meet and greet area along with any The First Tee related paperwork and announcements. Attendance is for all participants, volunteers, and coaches.
- Conduct pre-lesson walk throughs for coaches/volunteers prior to the start of every class and give each volunteer specific roles.
- Start and end all sessions on time regardless of how many participants have arrived.
- Supervise the clean-up and storage following the conclusion of your clinic and report any breakage or missing equipment. Complete all post class paperwork required by the Program Director.
- Encourage, nominate and assist qualified youth to participate in golf tournaments, Home Office opportunities and local chapter events.
- Communicate chapter news/updates/class lesson with parents before/after class.
- Identify opportunities to engage parents in their child's learning.
- Represent and promote the Chapter within the community.

## PREFERRED CERTIFICATIONS / KNOWLEDGE / ABILITIES

LPGA/PGA Certifications, USGTF Certifications, The First Tee Coach Certifications, PGM, Physical Education or Recreation Management background or prior experience in youth development. Knowledge of the game of golf, rules, and etiquette. Ability to drive to locations, lift and move equipment related to programming, use of phone and email.

## APPLICATION

Please send your resume to [jpreast@wvga.org](mailto:jpreast@wvga.org) and answer the following: Why do you want to join The First Tee?