



## **Life & Golf Skills Coach Northern Virginia**

**POSITION TITLE:** Life & Golf Skills Coach  
**LOCATION:** Northern Virginia  
**FACILITIES:** Fort Belvoir Golf Club, Dulles Golf Center, Pohick Bay Golf Course, or Sterling Golf Club  
**CLASSIFICATION:** Part-Time Hourly

***Our mission is 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 Description**

First Tee - Greater Washington, DC Life and Golf Skills Coach is responsible for leading/teaching/coaching First Tee Life Skills Experience utilizing First Tee methodology and curriculum at scheduled classes/classes. The ideal candidate for this position has outstanding leadership, communication, interpersonal and organizational skills, loves youth age 7-15, has an optimistic 'can do' attitude, and is proactive and flexible. The ideal candidate has education and/or golf coaching experience, and has a high attention to detail.

### **Qualifications**

- **Volunteer a minimum of 1 session (6 weeks) prior to becoming a paid coach**
- Ability to work a flexible schedule including late afternoons, evenings, and weekends (time and days are site dependent)
- Complete First Tee - Greater Washington, DC onboarding process (Pass a Background Check, SafeSport Training, and Assistant Coach Training)
- Ability to coach a minimum of 2 classes per 6 week session
  - Spring I: March-April
  - Spring II: May-June
  - Summer: July-August
  - Fall: September- October
- Attend First Tee Coach Trainings as needed
- Communication skills
  - Ability to teach lessons and communicate verbally in a positive way to participants and parents
  - Keep Director of Programming or Program Manager aware of interactions with participants and parents
- Management skills
  - Effective management and training of volunteers
- Personal Characteristics
  - A love for youth (age 7 to 17) from all backgrounds who show all types of behaviors

- Ability to create and execute a plan, but to also adapt and adjust on the fly
- Ability to create a high-energy environment

**Responsibilities may include but are not limited to the following:**

- 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
- Maintain consistent and regular attendance and record it in Google Drive
- Lead Life Skills Experience Classes with support of volunteers
  - Arrive 60-45 minutes prior to the start of class to set-up, and be prepared 15 minutes prior to class to greet participants and parents at check-in
  - Begin and end classes on time
  - Break down program equipment after class
- Conduct First Tee Certification as necessary
- Monitor the quality of equipment and inform the Director of Programming or Program Manager of equipment needs
- Maintain and organize all equipment storage areas
- Encourage and assist qualified youth to participate in golf tournaments, National Opportunities and local chapter events
- Provide a safe environment in all areas
- Provide Volunteer Coaches with direction and assistance
- Adhere to the standards of The First Tee Code of Conduct and First Tee - Greater Washington, DC Code of Conduct
- Assist chapter with various outreach events or chapter events

**Job Benefits**

- Making an impact in the lives of young people throughout the chapter
- Being part of a team of individuals who love golf and working with young people
- Flexible schedule
- Ability to pick up additional hours through coaching more classes or helping with various community events

**Administration Duties:**

- Handle walk-in participants, volunteers, potential donors and parents in a polite and courteous manner
- Relay students' certification information to parents and work with parents as needed
- Provide factual information regarding inquiries about The First Tee programs and activities, as well as The First Tee home office programs and opportunities

**Questions/Resume submissions:**

Katie Blodgett, Director of Programming

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