



## **Job Description**

### **Golf & Life Skills Intern**

#### **Chapter Overview**

In February 2005, First Tee - Louisville became the 200th facility of First Tee at its Annual Meeting at the World Golf Village in St. Augustine, Florida. Our function is to provide Golf and Life Skills to the Participants in our Programs, with the goal of helping them to become contributing members of their communities. Our goal is to inspire as many young people as possible to live the Nine Core Values of First Tee – Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy, and Judgment.

#### **Mission Statement**

To enrich the lives of young people in the Louisville Metropolitan area by providing educational programs and affordable facilities that build character, instill positive life skills and promote healthy choices through the game of golf.

#### **Reports to**

The Golf & Life Skills Intern reports to the Program Director.

#### **Employment Status**

Full – Time, seasonal (Mid-May to Mid-August)

#### **Job Summary**

The Golf & Life Skills Intern assists in providing leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills Experience. Assist the Program Director with the supervision of daily program operations, course access, facility, fiscal management, policy implementation and safety of all programs operated by First Tee - Louisville.



## **Roles and Responsibilities**

### **Coaching:**

- Develop programs and implement The First Tee Life Skills Education as outlined in First Tee guidelines

### **Program Scheduling:**

- Coordinate registration, schedules, and lesson plans for clinics and programming
- Implement supplemental programs
- Create opportunities for participants to play golf outside of regularly scheduled programming.
- Satisfy equipment needs for the programs, maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials

### **Management/ Administration:**

- Provide recognition and awards for participants
- Assist in registration, answering general questions, and class set up.

### **Volunteers:**

- Manage and recruit volunteers and mentors who will facilitate the delivery of Life Skill Education certification classes
- Assist in developing written roles and responsibilities for volunteer positions
- Track attendance for each session.

### **Parents:**

- Communicate with parents/participants through website, email, telephone, and social media.
- Provide opportunities to engage parents in his or her child's learning
- Provide opportunities for participant family members to learn the game of golf

### **Community/ Network Outreach:**

- Network with other Chapter colleagues and exchange best practice ideas
- Develop partnerships with YMCA, Boys & Girls Clubs, schools and other Youth Development Organizations



### **Public Relations:**

- Provide bi-weekly programming “news” to the Program Director to be broadcast throughout The First Tee Louisville network; website, press release, newsletter, etc. Should include stories about youth and the coaches/mentors
- In Coordination with Program Director maintain the Programming side of First Tee - Louisville website by keeping content up to date and relevant

### **Preferred Qualifications**

- Be in the PGM Program (not required)
- Demonstrate exceptional communication, fiscal management, and managerial skills
- Charismatic, personable, and motivational in working with youth and volunteers
- Knowledge of social networks and advance computer organizational skills

### **Compensation Package:**

- Golf & Life Skills Intern will receive internship level hourly compensation
- Access to Shawnee and Bobby Nichols Golf Courses and practice facilities
- Discounted merchandise
- Branded gear

Qualified Applicants should submit resume to  
Blake Hardesty, PGA at [bhardesty@firstteelouisville.org](mailto:bhardesty@firstteelouisville.org)