Seasonal Lead Coach – Grand Rapids

Overview
The First Tee of West Michigan is one of 175 chapters worldwide that are part of a global non-profit youth initiative. The First Tee was created in 1997 by the World Golf Foundation to use golf and character education to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity and sportsmanship. By engaging youth in a combination of life skills, leadership and golf activities, they are exposed to positive traits that will help them become valuable assets to their community and eventually achieve success in life. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other successful junior golf programs.

At The First Tee of West Michigan, we are highly focused on reaching out to at-risk and disadvantaged youth. We want these students to see the beauty of the course, learn the skills they need to succeed in life, and build relationships with those who care for their well-being.

Position
The First Tee Lead Coach – Grand Rapids

Reports to
The Program Director & ED of The First Tee of West Michigan.

Supervises
The First Tee Lead Coach will lead programming at Fellowship Greens GC and The Highlands Golf Course in Grand Rapids. Responsibilities will include leading classes of up to 20 students age 7-17, as well as managing volunteers, maintaining relationships with the golf course, and organizing and submitting accurate and pertinent information on participants to the main office in Grand Rapids.

Salary/Wage
Wage: Hourly, $12/hour
Position: Grand Rapids area Lead Coach
~ 30 hours per week from April 28 – August 21, with 15+ hours available in the fall.
~ 5-10 hours per week from March 1 – April 28, to train and meet some of the students.
All necessary hours would occur from Monday – Saturday, and between the times of 9:00 AM and 7:30 PM.

Job Summary
The First Tee Lead Coach is responsible for the leading of daily programs, interacting and communicating with your parents and students, logging attendance, interacting and recruiting volunteers, using and modifying lesson plans, implementing policy and safely leading programs operated by The First Tee of West Michigan (located in Grand Rapids, MI).

Send resumes to: tyler@thefirstteewestmichigan.org, call 616-965-6633 with questions.
Roles and Responsibilities

Coaching:
- Must have a desire to teach youth from all backgrounds
- Must become proficient in the delivery of PLAYer, Par and Birdie levels through The First Tee Coach Program
- Develop programming and lessons while implementing The First Tee Life Skills Education as outlined in The First Tee guidelines
- Supervise and lead students and volunteers multiple classes per day
- Manage The First Tee Life Skills Experience and administer The First Tee Certification process
- Make the game and experience fun for participants
- Provide a safe environment for participants
- Maintain equipment room at The Highlands Golf Course & Fellowship Greens GC

Program Scheduling:
- Create opportunities to unite chapter participants outside regularly scheduled programming
- Maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials

Management/Administration:
- Register participants upon arrival
- Help track participants’ information and progress through The First Tee online participant database
- Assist in developing, implementing and updating program policies and procedures.
- Assist in adhering to the Program Budget
- Participate in Program Committee Meetings (Quarterly)
- Assist in implementing recognition and awards for participants.

Volunteers:
- Recruit, train, and retain additional volunteer coaches
- Involve volunteers in delivery of the program

Parents:
- Communicate with parents/participants through web site, email, and mail
- Provide opportunities to engage parents in their child’s learning

Community/Network Outreach:
- Develop transition opportunities for The National School Programs implemented in GRPS.

Address:
The First Tee of West Michigan
2715 Leonard St. NW
Grand Rapids, MI 49504

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Attn: Tyler Smies – Executive Director

www.thefirstteewestmichigan.org