**2018 EMPLOYMENT APPLICATION**

POSITION TITLE: **GOLF AND LIFE SKILLS COACH**

ACCOUNTABLE TO: PROGRAM DIRECTOR

COMPENSATION: HOURLY; STARTING WAGE $13-20/HR; COMMENSURATE WITH EXPERIENCE

**APPLICATION INSTRUCTIONS:**

1. Review the **Job Description** (below)
2. Sign the **Receipt of Compliance** (below)
3. Complete the **Applicant Survey** (below)
4. Review and sign the [**Coaching Handbook**](http://www.thefirstteeseattle.org/wp-content/uploads/sites/40/2018/02/Coaching-Handbook-2018.pdf)
5. If new to the chapter, submit a [**Volunteer Application**](http://www.thefirstteeseattle.org/volunteer/get-started/)
6. Attach an updated **Professional Resume**
7. Email all documents with brief cover letter to:

Evan Johnsen

Program Director

evan@thefirstteeseattle.org

**JOB DESCRIPTION**

**Mission Statement**

*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.*

## Chapter Overview

The First Tee of Greater Seattle is a one chapter of a national/international non-profit youth initiative called The First Tee. We are a separately incorporated 501(c)(3) organization. The First Tee was created by the World Golf Foundation in 1997 to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as sportsmanship, perseverance, and courtesy. By engaging young people in a combination of life skills, leadership and golf activities, they are exposed to positive traits to help them achieve goals in life. In the process, participants can become valuable assets to their community. The First Tee Life Skills Curriculum is the unique component that sets The First Tee apart from other successful junior golf and youth development programs.

Currently, The First Tee of Greater Seattle serves more than 2,000 youth each year in its certifying Life Skills program at 11 program locations, including: Auburn Golf Course, Blue Heron Golf Course, Crossroads Par 3 Golf Course, Jackson Park Golf Course, Jefferson Park Golf Course, Riverbend Golf Complex, Willows Run Golf Complex. The First Tee of Greater Seattle partners with over a dozen allied organizations, including: Boys and Girls Clubs, YMCA, Crista Ministries, Jubilee Reach, Therapeutic Health Services, and others. We also reach nearly 100,000 students in elementary schools through the National School Program.

Our program seeks to make the game of golf affordable and accessible to every child. We are open to all youth, but are especially suited to serve families whose household income would ordinarily serve as a barrier to their participation in golf or enrichment programs. Our seasonal membership fee is $199, but more than two-thirds of members are on a full or partial scholarship.

**Job Objective**

The Golf and Life Skills Coach is responsible for guiding and coaching young people to build character, overcome challenges, and become responsible future citizens and committed, active golfers through the lessons and coaching philosophies of The First Tee Life Skills Curriculum.

**About the Position**

The Golf and Life Skills Coach is a part-time employee of The First Tee of Greater Seattle, a nonprofit organization, and compensated by hourly wage on a biweekly basis. Employees are held to a high standard of conduct and desire for personal development, to coincide with the Nine Core Values and Life Skills Experience of The First Tee. Responsibilities and leadership are shared by all coaches in a team environment, with the expectation of each individual to be commensurate with their level of experience and to develop each season.

**Key Attributes and Qualities**

*Coaches are the greatest asset of our organization, as they are responsible for the direct service and relationship with each young person and family, and the community as a whole. The following are desired qualities, both as demonstrated, and in trajectory of personal development and mastery.*

* *Motivational*: sets an inspiring example for the youth and families served by The First Tee.
* *Leadership*: contributes to and accountable for the performance of the team as a whole.
* *Composure*: exhibits calm and maintains a controlled environment in all circumstances.
* *Initiative*: actively seeks ways to improve the environment and stays proactive and productive.
* *Accountability*: takes responsibility, embraces personal development and is open to feedback.
* *Professional*: exemplifies a high standard in performance, dress, and conduct at all times.
* *Cooperation*: willing to be a team player and able to work effectively with others.
* *Reliability*: strong work ethic, punctuality, and trust ensures program integrity and success.
* *Communicative*: prompt mobile communication with Program Director and colleagues.
* *Ethical*: performs honestly, fairly, and with purpose in a variety of situations.
* *Be a Role Model*: Consistently model The First Tee Nine Core Values—Respect, Courtesy, Responsibility, Honesty, Sportsmanship, Confidence, Judgment, Perseverance and Integrity--

and set a reliable *example* of the character we seek to instill in players on *and* off the course.

**Job Duties and Requirements**

*The role of a coach is to provide a high-quality learning experience for each individual participant, the group as a whole, and our community of supporters. This includes, but is not limited to, the following:*

*Ongoing*

* **Learn the curriculum** build a comprehensive understanding of the Life Skills Experience (LSE).
* **Stay informed** about local and national events, initiatives and programs related to The First Tee.
* **Participate** **regularly** in coach meetings, trainings, and special events provided by the chapter.
* **Contribute** to thedevelopment and implementation of new ideas to meet chapter goals.
* **Conduct observations** offellow coaching teams to foster a culture of continuous learning.
* **Give Back** to the Chapterby offering volunteer support during special events, contributing to ongoing outreach initiatives in the community,

*Daily*

* **Stay informed**: read chapter emails and communicate with colleagues and Program Director.
* **Prepare for class** by arriving early and informed through program updates and coach materials.
* **Lesson planning:** design activities that seamlessly integrate the relevant learner objectives.
* **Set up** the learning environment, including check-in, activities, and all other relevant spaces.
* **Organize** equipment and clubhouse areas to a high standard of order and cleanliness.
* **Deliver** a high-quality experience that ensures a positive and productive learning environment.
* **Adapt** to changing and unpredictable circumstances through collaborative problem-solving.
* **Record management:** maintain accurate rosters, certification data and incident reports.
* **Empower support staff:** delegate and assign tasks to volunteers, interns & junior coaches.
* **Communicate** andbuild rapport with participants, families, guests, and community members.
* **Stewardship:** prioritize the needs of golf course staff and facilities where we conduct classes.
* **Report** important updates, incidents, and follow-ups to the Program Director and supervisors.
* **Provide** feedback on player progress and performance, daily and completely at season’s end.

**Benefits of Employment**

*Members of the coaching staff are among a community of individuals and golf organizations committed to making a significant, lasting difference in the lives of young people. The fulfillment of that purpose is the greatest reward of all, but we also offer some additional benefits for our chapter coaches.*

* Seasonal chapter training opportunities to ensure continuous learning.
* National training opportunities with The First Tee (online and in-person).
* CPR & First Aid Training (good for two years).
* Hat & polo shirt with chapter logo, and coach nametag.
* Discounts on merchandise and equipment through partner companies.
* Golf playing privileges:
	+ One round per season at our program locations (non-peak times).
	+ Seasonal “Coach Play Days” at local golf courses (free & reduced rates).
* Hands-on experience working in the fields of youth sports, education, and golf instruction.

**Job Qualifications**

* *Required*:
* Graduation or certificate from an accredited high school.
* Avid recreational player and student of the game of golf.
* Basic skills with and access to a mobile smart-phone device and Microsoft Office.
* Clean and demonstrated track record of character and performance:
	+ References include past employers and supervisors.
	+ Must fully clear a national background check (provided by chapter).
* *Preferred*:
* Bachelor’s degree from an accredited institution.
* Tournament and competitive playing experience.
* Professional golf instruction experience and credential (e.g., PGA of America, USGTF).
* Youth education, athletics and development experience (minimum two years).

*Please direct any questions about the role of Golf and Life Skills Coach to the Program Director.*



**RECEIPT OF COMPLIANCE**

**Golf & Life Skills Coach Job Description**

I have read and understood the accompanying job description for Golf & Life Skills Coach:

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 Sign Name Print Name Date

*Please direct any questions about the role of Golf and Life Skills Coach to the Program Director.*

**APPLICANT SURVEY**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Cell Phone** |  |
| **Email Address** |  |
| **City of Residence** |  |

*Answer each question to the best of your ability, and please limit responses to 50 words or less.*

1. **How did you learn about the position of Golf & Life Skills Coach?**
2. **Please briefly describe your experience with the following:**
	1. **Golf**
	2. **Youth**
	3. **Customer Service**
3. **Briefly describe one life accomplishment of which you are most proud, and would feel comfortable sharing as an anecdote when speaking with youth:**
4. **As a role model for youth, what is one quality with which you set an example?**
5. **We celebrate diversity of all kinds at The First Tee. In terms of strengths, what is one area in which you consider yourself to be exceptional?**
6. **Today’s youth would most benefit from developing the following life skill:**
7. **What is the most important attribute of a role model or mentor?**
8. **The greatest value in playing golf as a young person is:**
9. **Highlight one area of significant adversity you have faced, and how that changed your worldview or approach in life:**
10. **If you could play golf with any 3 people in history, who would be in your group?**