

**INTERNSHIP APPLICATION**

**2018**

**Internship Description**

Thank you for your interest in The First Tee Internship program. The Internship is an intensive seasonal program designed for participants who have demonstrated leadership and The First Tee Core Values throughout their participation in the chapter to develop leadership and occupational skills under the guidance of The First Tee staff and coaches. The primary role of interns is to will learn about all aspects of program delivery, from administrative tasks and fundraising to assisting with classes and supporting volunteers.

**To qualify** for the program, applicants must meet the following criteria:

* Minimum of 15 years of age.
* Achieved The First Tee certification level of Birdie or higher.
* Strong academic standing, including participation in extracurricular activities.
* Passion for golf and the value of a life skills education.
* Proven track record of reliability and punctuality.
* Familiarity with basic functions of Microsoft Suite, especially Word & Excel.
* Mobile communication capabilities and proficiency (responsive to call, text and email).
* Able to secure reliable transportation to and from the course (bus, car, family, carpool etc.).
* Demonstrates each of The First Tee’s *Nine Core Values* exceptionally and leads by example.
* Proven track record of responsibility and active participation within and outside of the program.
* Ability to work independently toward program goals and directives with minimum direct supervision.
* Strong communication skills to interface with adults and youth on a regular basis.

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

* Be a Resource:
	+ - Understand the certification & progression process at each level of The First Tee.
		- Stay up-to-date on chapter events, class schedules, and registration dates.
		- Serve as a dependable and reliable member of specific coaching teams and the chapter.
		- Represent The First Tee at select fundraising events and community activities.
* Be a “leader and a follower”:
	+ - *Lead* volunteers, new coaches participant families and those in need on a day-to-day basis.
		- *Follow* directives from coaches, chapter staff, and facility operations staff.
* Coaching
	+ - Serve in a leadership capacity on the coaching team to deliver quality classes.
		- Set a good example at all times and be a role model to youth and adults.
		- Participate in all aspects of class delivery, including: planning, setup, teaching, and cleanup.
* Administrative
	+ - Ensure accurate daily class records (attendance roster, facility use, and player records).
		- Willingness to make occasional phone calls to participant families, colleagues, and staff.
* Operational
	+ - Maintain a clean, safe, and organized environment (classroom, storage, staging areas, etc.).
		- Help manage a responsible class environment that does not impede golf course operations.
* Education
	+ - Become an official Assistant Coach by completing the online ACT training (pre-season).
		- Commitment to *continuous learning* within the role and its application to outside goals.

**Commitment and Stipend:**

* See *Internship Release Agreement* for details on the stipend.

**2018**

**Internship Release Form**

In consideration of my participation in the seasonal Internship Program (the “**Program**”) established by The First Tee of Greater Seattle, a Washington non-profit corporation (“**TFTGS**”), the undersigned acknowledges and agrees as follows:

* As an Intern I am considered a volunteer with TFTGS. I agree that I am not an employee of TFTGS for any purpose. I acknowledge that I will not receive any wages, financial compensation or other remuneration or employee benefits from TFTGS for my internship. A stipend is available, but its purpose is to cover personal expenses incurred during my service as an intern; however acceptance of the stipend in no way alters the volunteer nature of my service or my status as a volunteer with TFTGS.
* I understand the following regarding my commitment and stipend as an intern:
* **Commitment** is for 10 weeks (prep week, 8-week class session, and the Week 9 Championship).
	+ Interns may select 6, 12, 18, or 24 hours per week (based on availability & need).
	+ Interns are also asked to attend seasonal Coach Workshops & Meetings (prep week).
	+ Interns may commit to additional weeks, to include special events between seasons.
* **Stipend** will include $25 for every 6 hours of volunteering, and paid:
	+ Only for time completed as a volunteer (and not to exceed scheduled hours unless approved).
	+ Every two weeks, and based on **timesheets** submitted via email to the office.
* I understand that there is no guarantee of paid employment with TFTGS at the conclusion of my internship, although this is certainly an option and I am welcome to apply for a position.
* I understand that I am expected to learn about and uphold TFTGS’ policies and to comply with expectations set forth by my internship supervisor including dress code, personal conduct and standards for interaction with others (see “Coaching Handbook”).
* I understand that I am responsible for my own transportation to and from volunteer sites.

My signature below confirms that I have received, fully understand and agree to follow the guidelines established for the Program.

**I hereby acknowledge and agree to release TFTGS, its employees and agents from all liability for any personal injuries I may suffer as a result of the actions of TFTGS, its employees or agents and hereby waive any claims, based in negligence, tort or contract against TFTGS, its employees and agents as consideration for my participation in the Program.**

This confirms my understanding that TFTGS reserves the right to terminate my internship at any time without notice. I acknowledge that I have had ample opportunity to consider this agreement and fully accept its terms and conditions.

Intern Signature Date Signed

Parent Signature (if intern is a minor) Date Signed

**2018**

**Internship Application**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  |   | **Date:**  |   |
| **Home Facility:**  |   | **Certification Level:**  |   |
| **Years in The First Tee:**  |   | **Birthdate (M/D/Y)** |   |
| **Street Address:**  |   | **City, State:**  |   |
| **Zip Code:**  |   | **Phone Number:**  |   |
| **Email Address:** |   | **Current Grade:** |   |

**Why are you interested in being an Intern with The First Tee of Greater Seattle?**

**What has been the most valuable lesson you have learned through your participation in The First Tee?**

**Describe one experience or activity *outside of The First Tee* where you have demonstrated leadership.**

**Which of The First Tee Nine Core Values has made the biggest impact in our life, and how?**

**Name 2-3 skills you would like to improve through your participation in the Internship Program.**

**Please consider your dreams, goals & long-term plans. Where do you see yourself in 5 years? 10 years?**

**What is one area for improvement *you* see for The First Tee, and how can you help with that?**

**What specific projects or activities do you hope to work on as part of your internship experience?**

**What prior commitments do you have planned for the upcoming season (including dates & times)?**

**Please circle your preference for location, day and time below. This does not guarantee or commit you to assignments for the season, but helps us with your placement:**

|  |  |
| --- | --- |
| ***LOCATION:*** *1 (lowest) – 5 (highest)* | ***DAYS & TIMES:*** |
| **Auburn** |  1 2 3 4 5 | **Tuesday** | AM | PM | Both |
| **Blue Heron**  |  1 2 3 4 5 | **Wednesday** | AM | PM | Both |
| **Crossroads Par-3** |  1 2 3 4 5 | **Thursday** | AM | PM | Both |
| **Jackson Park** |  1 2 3 4 5 | **Friday** | AM | PM | Both |
| **Jefferson Park** |  1 2 3 4 5 | **Saturday** | AM | PM | Both |
| **Riverbend** |  1 2 3 4 5 | **Sunday** | AM | PM | Both |
| **Willows Run** |  1 2 3 4 5 | Comments:  |
| ***Other*** |  1 2 3 4 5 |
| Comments: |

Please return your application to:

*Evan Johnsen*

*Program Director*

*evan@thefirstteeseattle.org*

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