



## Golf & Life Skills Lead Coach – Muskegon

[Watch this video for more on The First Tee](#)

**Chapter Name:** The First Tee of West Michigan

**Salary/Wage:** Hourly, \$12/hour

**Location:** Grand Rapids, MI

**Job Category:** Part-Time seasonal

**Relevant Work Experience:** See Below

### Foundation and Chapter Overview

The Lake Michigan Junior Golf Association was established in December of 2006 to provide junior golf tournaments in West Michigan to all youth. In 2011, The Lake Michigan Junior Golf Association shifted its focus to establishing a chapter of The First Tee in West Michigan. On June 23, 2011, The First Tee of West Michigan officially became a chapter of The First Tee.

The First Tee of West Michigan is one of 150 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 our participants to see the beauty of the golf course, learn the skills they need to succeed in life, and build relationships with those who care for their well-being. In 2018, we worked with more than 1,000 participants, and managing a nonprofit donor base of more than 1,100 active individuals.

### Position Description

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.

## Job Summary

### Essential Job Functions:

- Leading, coaching, and managing group of students age 7-17 (up to 40 participants) from all backgrounds and varying levels of interest in golf and the program
- Interacting, engaging, and building relationships with parents and participants
- Leading and engaging volunteer coaches, and paid junior coaches (teens on staff paid to assist)
- Preparing lesson plans for classes, setting up for class, and creating a safe and exciting environment for young people to learn.
- Logging attendance electronically
- Sending text communication to parents
- Creating report cards for participants
- Communicating via text, email and phone with updates, weather delays, etc.
- Managing schedule via electronic app, subbing for other lead coaches as needed
- Maintaining and improving the cleanliness and order of storage areas after each class

## Qualifications

The following characteristics are necessary for success in this position:

### Coaching Skills

- Strong use of the English language, using it to motivate, build trust, and pull the best out of a child
- Active listener
- High emotional IQ
- Ability to multi-task
- Some golf aptitude (shoot less than 55 on 9 holes)

### Technical Skills

- Computer savvy
- Comfortable learning online database systems
  - G-Suite (Google), Remind (Text system) used frequently

### 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
- Creative
- High Integrity
- A servant heart
- High attention to detail
- Strong memory
- Ability to create a high-energy environment
- Flexible
- Organized
- Personally Accountable
- Relationally driven
- Patient



## Job Benefits

- Making an impact in the life of many young people
- Being a part of a team of individuals who love golf and love kids
- Flexibility of schedule
- Ability to pick up additional hours on a weekly basis

## Schedule

April 9 – October 15: ~ 6-20 hours per week

- April 9 – June 5: Hours are between 3-8 PM, Monday-Friday, 8 am-2 pm on Saturdays
- June 5 – August 10: Hours are between 8 am and 8 PM, Monday-Friday, 8 am-2 pm on Saturdays
- August 15 – October 15: Hours are between 3-7 PM, Monday-Friday, 9 am-2 pm on Saturdays

## Interested?

Please submit a cover letter, resume, and salary requirements to the following email:

[hr@thefirstteewestmichigan.org](mailto:hr@thefirstteewestmichigan.org)

Contact: Taylor Haudek, Program Director

Telephone: 616-208-1177

Website Address: [www.thefirstteewestmichigan.org](http://www.thefirstteewestmichigan.org)