



## Golf & Life Skills Lead Coach – Grand Rapids

### Overview

First Tee – West Michigan is one of 175 chapters worldwide that are part of a global non-profit youth initiative. 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. First Tee Life Skills & Golf Experience is the unique component that sets First Tee apart from many other successful junior golf programs.

At First Tee – 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

First Tee Lead Coach – Grand Rapids

### Reports to

The Program Director of First Tee – West Michigan.

### Supervises

First Tee Lead Coach will lead programming at Kaufman GC, Maple Hill GC, Lincoln CC, Cedar Chase, The Mines, and Indian Trails GC. 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

~ 6-20 hours per week from April 28 – October 15

Hours from April 28 – June 5, and August 31 – October 15 would be between 3 – 7 PM

Hours from June 5 – August 31 would be between 9 AM and 8 PM

~ 4-9 hours per week from November 15 – March 15 - hours between 3 – 8 PM

All necessary hours would occur from Monday – Saturday, and between the times of 9:00 AM and 8 PM.

### Job Summary

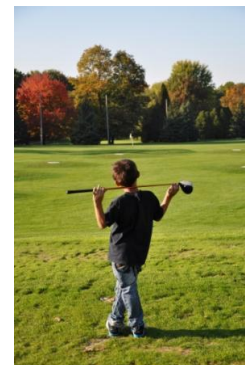
The First Tee Lead Coach is responsible for the leading of daily programs, interacting and communicating with your parents and students, logging attendance, interacting and recruiting volunteers, using and modifying lesson plans, implementing policy and safely leading programs operated by The First Tee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

Send resumes to: [tyler@thefirstteewestmichigan.org](mailto: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 local courses.



**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
- Assist in implementing recognition and awards for participants.
- Manage post session report cards and surveys



**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
- Engage parents in the "Parent Experience"

**Community/Network Outreach:**

- Assist in developing transition opportunities for The National School Programs implemented in GRPS.

**Address:**

The First Tee of West Michigan  
 3450 36<sup>th</sup> St. SE  
 Grand Rapids, MI 49512

Send resumes to: [tyler@thefirstteewestmichigan.org](mailto:tyler@thefirstteewestmichigan.org), call 616-965-6633 with questions.  
 Attn: Tyler Smies – Executive Director

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