



2025 Summer Intern Job Description

Position Title: 2025 Summer Intern

Division/Department: Programs, Admin

Reports To: Program Director, Volunteer Coordinator

Employment Status: Part-time

Location: First Tee – Greater Charlotte Facilities

JOB SUMMARY

First Tee – Greater Charlotte is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment. Summer interns are responsible for coaching and mentoring young people to become positive role models and active golfers. This objective is achieved by the daily delivery of life skills, golf skills, and healthy habits in a safe, fun, and engaging camp setting. These positions help maintain the goals of the organization's strategic plan and may be involved in other First Tee – Greater Charlotte projects, as needed. Summer interns will also engage in personal development opportunities, such as designated times to practice and play golf and learn from professionals in the Charlotte area.

ESSENTIAL FUNCTIONS

Essential functions may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by 2025 summer interns. It does not imply that all interns will perform all the duties list, nor does it necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Teach basic golf skills to participants ages 5-17 and follow lesson plans to set up fun activities for campers.
- Integrate First Tee Life Skills Curriculum with golf skills to guide and coach young people to become future citizens and active golfers.
- Lead and manage summer camp/program processes at golf facilities.

- Supervise and create relationships with dozens of youths in summer camp sessions.
- Deliver curriculum and appropriate activities that meet the developmental needs of youth.
- Assist First Tee - Greater Charlotte with any necessary communication among participants, parents, and volunteers.
- Show initiative and work effectively with other interns, lead coaches, volunteers, facility, staff, and other representatives from outside community organizations.
- Collaborate with other organization interns to complete projects, including building lesson plans and creating marketing materials to increase brand awareness.
- Understand and apply procedures and practices of First Tee - Greater Charlotte to ensure a safe environment in accordance with the Safe Sport Act.
- Perform additional responsibilities related to the success of the organization.
- Attend and participate in Lunch & Learns with local professionals as an opportunity to expand knowledge and build a network.
- Attend and participate in playing opportunities at local golf courses.

JOB REQUIREMENTS AND QUALIFICATIONS (Education and Experience)

- Incoming first year student or current undergraduate student in good standing at an accredited four-year college, graduate students in good standing also eligible.
- Experience with golf is preferred, particularly former high school players or current college players.
- Effective and proactive team communication, facilitation, problem solving, time management, and decision-making.
- Exemplify good character and reputation that is reflective of the mission of First Tee - Greater Charlotte.
- Desire to mentor youth.
- Enthusiastic for an active lifestyle and passion for using sports to teach character-enhancing values to kids and teens.
- Ability to stand for extended periods of time and to lift/move boxes of supplies that are potentially 30 lbs. or greater.
- Efficient with Microsoft Word, Excel, and Outlook, as well as experience with standard office equipment.

OTHER INFORMATION AND EXPECTATIONS

- Maintains adherence to the organization's policy on confidentiality in all matters regarding personnel, financial, volunteer, and other business information about the organization.

- Seeks and participates in continuing education or professional development opportunities related to the position, the organization, or both.

INTERN PERKS

- Hourly pay (\$13/hour base)
- Scholarship opportunities
- Staff clothing
- Access to practice facilities and frequent tee times
- Networking and relationship building opportunities with First Tee – Greater Charlotte board members and local professionals
- Exposure to golf management skills and leadership, as well as social media, outreach, and event planning experience

WORK ENVIRONMENT, TRAVEL, AND EXPECTED WORK HOURS

This position will require the individual to travel to First Tee – Greater Charlotte golf facilities, including:

- First Tee – Greater Charlotte Learning Center at Dr. Charles L. Sifford Golf Course
- First Tee – Greater Charlotte Learning Center at Pineville
- Springfield Golf Club
- Fort Mill Golf Club
- Charles T. Myers Golf Course
- Emerald Lake Golf Club
- HangTime Golf
- Harry L. Jones Golf Course
- Sunset Hills Golf Course

Typical days and hours of work are Monday through Friday, 7:30 AM to 5 PM. Interns will be scheduled for 20–28 hours of work depending on the week, and occasional evenings and weekends may be included as part of those hours as job duties and business demand changes. Summer internship dates are June 3rd, 2025 – August 16th, 2025 (can be flexible).

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit use hands to handle objects, tools, or controls, use fingers and hands to control computer mouse, type or write, reach with hands and arms, talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

APPLICATION PROCESS

The link to the application for this internship will be found on the same page as this job description. Please fill out the application in its entirety (name, contact information, resume, etc.) to be considered. Please apply by March 31st, 2025 at 11:59 PM. All candidates are subject to a background check and drug screening.

EEO STATEMENT

First Tee - Greater Charlotte provides equal employment opportunities (EEO) to all employees and applicants, and does not make employment decisions because of or on the basis of race or traits historically associated with race, including hair texture, hair type, and protective hairstyles, such as braids, locks, and twists, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, including lactation, age (40 years of age or older), national origin, disability, marital status, veteran status, or any other basis prohibited by federal, state, or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. First Tee - Greater Charlotte reserves the right to modify the scope of this position. Factors that may affect this position include, but are not limited to, those related to business needs, organizational structure, industry trends, and individual skills and performance.

Acknowledgement Signatures

This job description has been approved by all levels of management:

Supervisor _____

Employee signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Employee_____

Date_____