



2026 Summer Intern Job Description

Position Title: 2026 Summer Intern

Division/Department: Programs/Administration

Reports to: Program Director

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. Summer interns will coach and mentor youth, deliver life skills and golf instruction, and gain hands-on experience in program management and non-profit operations. Interns will help create a safe, fun, engaging camp environment while supporting the organization's strategic goals.

ESSENTIAL FUNCTIONS

Note: This list is illustrative and not exhaustive. Duties may be assigned as needed.

- Lead and manage summer camp and program activities at First Tee – Greater Charlotte facilities.
- Teach basic golf skills to athletes ages 5-17, following lesson plans and setting up engaging activities.
- Integrate First Tee Life Skills Curriculum with golf instruction to foster character development and positive youth outcomes.
- Build relationships with youth participants, mentors, volunteers, and staff.
- Assist with communication to participants, parents, and volunteers.
- Collaborate with other interns on projects including lesson plan creation, marketing materials, and content development to support the organization's brand.
- Understand and apply policies and procedures to maintain a safe environment in compliance with the SafeSport Act.

- Perform other responsibilities to support the success of First Tee – Greater Charlotte.

Note: Opportunities to support marketing and content creation are available but are limited.

JOB REQUIREMENTS AND QUALIFICATIONS

- Incoming or current undergraduate or graduate student in good standing at an accredited institution.
- Passion for youth mentorship, coaching, and promoting an active lifestyle.
- Strong communication, teamwork, problem-solving, and time management skills.
- Ability to stand for extended periods and lift/move up to 30 lbs. of supplies.
- Proficiency with Microsoft Word, Excel, and Outlook; comfortable using standard office equipment.
- Demonstrates integrity, professionalism, and alignment with First Tee's mission and values.
- Must be eligible to work in the United States and provide necessary identification to confirm this.

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 related to the position, the organization, or both.

WORK ENVIRONMENT, TRAVEL, AND EXPECTED WORK HOURS

Interns will travel to multiple First Tee – Greater Charlotte locations, 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
- Charles T. Myers Golf Course
- Emerald Lake Golf Club
- HangTime Golf
- Harry L. Jones Golf Course
- Sunset Hills Golf Course

Schedule: Monday-Friday, 7:30 AM -5:00 PM; occasional evenings or weekends may be required.

Internship Dates: June 8, 2026 – August 13, 2026 (flexible), with mandatory training in May (date TBD).

Professional Development & Learning Outcomes

Interns will have the opportunity to:

- Gain hands-on experience in youth development, non-profit operations, and program management.
- Network with golf professionals, non-profit leaders, and community partners.
- Participate in Lunch & Learn sessions with industry guest speakers.
- Build leadership, mentorship, and communication skills.
- Enhance resumes through mission-driven, professional experience.

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.

COMPENSATION

Full time and part time internships available. Compensation and scholarship dollars available.

APPLICATION PROCESS

Submit a cover letter, resume, and three references (name, contact information, and relationship) to: **Dan Haddon** – coachdan@thefirstteegreatercharlotte.org.

Deadline: April 27th, 2026

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. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person 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.