

## **First Tee – Greater Charlotte**

### **Program Coach**

**Mission:** To impact the lives of young people by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

**Position Summary:** The Program Coach is a part-time, seasonal position responsible for delivering the First Tee Life Skills Experience curriculum in a fun, safe, and engaging environment. Program Coaches serve as positive role models and ambassadors of the First Tee mission while helping young people develop character, confidence, and golf skills. This role is primarily instructional and youth-focused, with limited administrative responsibilities directly tied to program delivery. Program Coaches work closely with the Program Director, fellow coaches, and volunteers to ensure consistent, high-quality programming.

**Reports To:** Program Director, First Tee – Greater Charlotte

#### **Employment Details**

- Status: Part-time, Hourly, Seasonal
- Compensation: Hourly wage, dependent on experience
- Typical Schedule: Afternoons, evenings, weekends, and summers (site dependent)
- Estimated Hours: Approximately 15–24 hours per week during active programming seasons
- Hours are variable and not guaranteed

#### **Key Responsibilities**

##### **Program Delivery & Coaching**

- Deliver the First Tee Life Skills Experience curriculum using approved First Tee methodology
- Coach participants across various age levels, adapting instruction by age and ability
- Begin and end all scheduled lessons on time and maintain consistent attendance
- Create a safe, inclusive, and fun learning environment for all participants
- Model and reinforce First Tee's Core Values

##### **Coach & Volunteer Support**

- Participate actively in the First Tee Coach Program with the goal of becoming a recognized First Tee Coach
- Conduct pre-lesson coaching huddles with coaches and volunteers at least 15 minutes prior to each class
- Assist in training and supporting volunteers during programming

- Collaborate with fellow coaches to ensure consistent program quality

### **Communication & Engagement**

- Maintain professional, positive, and timely communication with participants, parents/guardians, and volunteers
- Serve as a positive ambassador of the First Tee – Greater Charlotte brand in the community
- Communicate participant progress and needs to the Program Director

### **Administrative & Operational Support**

- Track and submit accurate participant attendance records
- Track and submit accurate volunteer attendance records
- Assist with lesson planning and curriculum preparation as assigned
- Maintain, organize, and monitor program equipment and report needs to the Program Director
- Support additional programming such as tournaments, outreach events, and special initiatives

### **Safety & Compliance**

- Adhere to all First Tee policies, including the Code of Conduct and youth safety standards
- Complete required background checks and youth protection training (e.g., SafeSport or equivalent)
- Always ensure participant safety during programming and events

### **Minimum Qualifications**

- Ability to work a flexible schedule including evenings, weekends, and summers
- Ability to work effectively with youth, adults, and volunteers
- Valid driver's license and reliable transportation
- Ability to stand, walk, and work outdoors for extended periods
- Organizational skills related to lesson preparation and equipment management
- Commitment to First Tee's mission and youth development philosophy
- Ability to evaluate participant skill development and engagement
- Ability to lift and carry golf equipment and program materials as needed

### **Preferred Experience & Certifications**

- First Tee Coach in Training – Level 1 (or willingness to obtain)
- Background in physical education, recreation management, or youth development
- School educator or prior experience working with youth programs

### **Training & Professional Development**

- Required onboarding and training through the First Tee Coach Program
- Ongoing professional development opportunities provided by the chapter
- Mentorship and support from Program Director and senior coaching staff

**Work Expectations**

- Off-site work is not authorized or compensated unless approved in advance by the Program Director
- This position is not eligible for health insurance or full-time employee benefits

**How to Apply**

Please send a resume and brief cover letter to:

Brittnay Beltran

[coachbritt@thefirstteegreatercharlotte.org](mailto:coachbritt@thefirstteegreatercharlotte.org)

**About First Tee – Greater Charlotte**

First Tee – Greater Charlotte empowers young people with skills through golf, preparing them for success on and off the course.

Learn more at [firstteegreatercharlotte.org](http://firstteegreatercharlotte.org)

