



## **Coaching Intern – Job Description**

**Description:** First Tee - GCNKY is offering paid internships as an opportunity to help ready students for future employment and allow them to develop and reinforce First Tee life skills and core values. The working experience will allow coaching interns to develop workplace skills such as leadership, public speaking, planning/organization and establish connections with chapter head coaches, volunteers, parents, board members and students that may help them build a “go to team.”

**Eligibility:** To apply, students must be an active First Tee participant and have participated in classes for 2 years. He/she must also have a clear understanding of First Tee mission and core values, and an ability to communicate comfortably and work with chapter staff, coaches, teaching pros and volunteers.

**Reporting:** Selected coaching interns will report to Chapter Staff and be supervised by the head coach of their assigned class or onsite staff.

**Responsibilities:** Coaching interns will assist First Tee - GCNKY Program Staff as directed with all aspects of their assigned class(es) at his/her assigned location. Specific duties will include but may not be limited to the following:

- Understand set-up and lesson plans in advance of each class through communication with the assigned head coach
- Help as directed with set-up and take-down for all life skills and golf activities
- Provide reliable and responsible on-course coaching and guidance
- Help monitor equipment for quality and proper sizing
- Assist in maintenance and organization of all storage areas
- Help with other duties as assigned



**Expectations:** Coaching interns will be expected to...

- Report to work on time and/or give advance notice of a change in schedule.
- Review lesson plans ahead of time, when provided by Head Coach
- Be prepared to set up stations upon arrival and clean up stations at the end of class
- Model First Tee Values and Commitment to Being a Game Changer.
- Be willing to engage and develop positive relationships with staff, head coaches, volunteer coaches and students.
- Understand the necessity of safety in class activities.

**Available Positions:**

Intern positions are available each summer at our Reeves GC location. Additional opportunities may be available at other locations. Intern schedules are designed to allow First Tee teens to participate in their First Tee class and allow for tournament play or school functions in the summer. Scheduled hours will revolve around classes for ages 7-9 and 10-11 class times. Exact schedules will be discussed during the hiring process.

**Compensation:** Coaching interns will be paid as seasonal hourly employees and will be required to complete IRS Form W-9 prior to start date. Compensation will be discussed during the hiring process.



## First Tee Participant Coaching Intern Application

Must be an active First Tee -GCNKY Eagle or Ace student or First Tee-GCNKY alumni, 16 or older. If under 18, completed application must be signed by your parent or guardian.

### Applicant Information

Legal Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender:  Male  Female Ethnicity \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Cell Phone: (     ): \_\_\_\_\_

Grade as of spring 2023: \_\_\_\_\_ School: \_\_\_\_\_

How will you get to & from work?    \_\_\_ Parent will drive me    \_\_\_ I'll drive myself

### Work Experience – Please list any jobs you have held. If none, leave blank.

Employer	Dates Employed (to-from)	Position

### Volunteer Experience – Have you volunteered with a Group or Youth Agency before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes: Name of Organization	How did you help?



**Shirt Size:**

**Men's:**  XS  S  M  L  XL  2XL  3XL    **Women's:**  XS  S  M  L  XL  2XL

**Essay – Please answer the question below in your own words. Your essay should be typed and not exceed 400 words. Please submit your essay with this application.**

What is a goal? What is your goal in 6 months, 1 year, and 5 years from now? How will your experiences and what you have learned at First Tee help you achieve these goals?

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Required Permission**

I, the parent/legal guardian of the above named youth, approve of his/her participation, if selected, as a paid summer intern of First Tee- Greater Cincinnati & Northern Kentucky (FT-GCNKY). I assume all risks of injury whatsoever and agree to hold harmless First Tee Chapter and Headquarters Office from claims of any nature arising from any activity, including transportation, connected with First Tee facility or program. This 'hold harmless' agreement includes but is not limited to any claim due to injury proximately resulting from negligence of First Tee Chapter or Headquarters Office, its employees, agents, LPGA and PGA Professionals, participating agencies, and volunteers. I understand and agree that he/she will not be hired as a FT-GCNKY employee, but will be paid as an independent contractor and will need to submit an IRS Form W-9.

Parent/Guardian Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**To apply, complete and return to: [jeanne@firstteegcnky.org](mailto:jeanne@firstteegcnky.org)**