



## **Golf Course Programs Assistant**

### **Overview:**

We are a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with a life skills curriculum, we create active learning experiences that build inner strength, self-confidence, and resilience that kids can carry to everything they do.

### **Job Description:**

We invite interns to experience First Tee through our local chapter's mission, vision and strategic plan. Interns are exposed to a variety of elements of a nonprofit organization, including but not limited to, program organization and structure, communications, data-entry, event management, and professional development.

The Golf Course Programs Assistant will support and facilitate all aspects of the day-to-day operations of First Tee – Greater Cincinnati & Northern Kentucky's Golf Course Programs. Individuals should have a strong work ethic and effective communication, organization skills, demonstrate flexibility and creativity, show enthusiasm, and take initiative. Applicants should be of good character and reputation and have a desire to carry out the mission of First Tee by supporting the Golf Course Programs. In return, applicants will have the opportunity to gain key experiences and grow as future leaders in golf and youth development.

First Tee Greater Cincinnati & Northern Kentucky embraces principles of Inclusion, Diversity, Inclusion and Access (IDEA) in our programs and organizational culture. We seek professionals for our organization that have a commitment and ability to collaborate across the individual developmental differences of our participants, as well as with our families and volunteers who come from a wide diversity of cultures, communities and socioeconomic backgrounds.

### **Essential Functions:**

In addition to the areas highlighted in the overall job description, the Golf Course Programs Assistant will;

- o Support First Tee Head Coaches in Golf Course Programs
- o Engage with parents and participants at arrival and departure
- o Assist Community Program partners participating in transition opportunities
- o Communicate with First Tee staff, coaches, and golf course staff in a professional and clear manner
- o Deliver program equipment to satellite locations
- o Prepare coach materials and documents before the session
- o Facilitate program operations at Program Locations
- o Support the regular maintenance and upkeep of Salesforce; ensuring data is correct
- o Utilize graphic design software (i.e., Canva) to create and post new social media graphics
- o Support operations and logistics at First Tee events
- o Participate in bi-weekly staff meetings as needed
- o Report to the Program Director regularly
- o Assist in gathering statistical data to prepare reports in Salesforce

**Start Date:** May 2024 **End Date:** August 2024 (8 weeks)

**Hours:** 25 hours per week for 8 weeks - including some weekends depending on scheduled events.

**Additional Details:** Intern will be provided an hourly pay rate of \$16/hour.

**How to Apply**

Interested candidates should submit a resume, cover letter, and three professional references to [ben@firstteegnky.org](mailto:ben@firstteegnky.org). Please include "Golf Course Programs Assistant" in the subject line. Application deadline is May 10, 2024, but applicants will be considered on a rolling basis.

First Tee Greater Cincinnati and Northern Kentucky is an equal opportunity employer. We encourage candidates of all backgrounds to apply.