



**Pro Kids Golf Academy, Inc.
YOUTH DEVELOPMENT LEADER**

POSITION TITLE: Youth Development Leader

STATUS: Full-time; Non-exempt

DEPARTMENT: Programs

SCHEDULE: Mon-Fri; Occasional weekends

LOCATION: Oceanside

SALARY RANGE: \$16-18/hr.

SUPERVISOR: Program Director, Oceanside

CLOSING DATE & TIME: Open until filled

Founded by former AFL/NFL player Ernest H. Wright, Sr. and incorporated as a 501(c)(3) public charity in 1994, Pro Kids, First Tee - San Diego, is a leader in providing underserved youth in San Diego County opportunities through positive, life-changing experiences. Pro Kids challenges youth to excel in life by promoting character development, life skills, and values through education and the game of golf.

Pro Kids, First Tee - San Diego is a committed community of excellence through our shared values of:

- Perpetual Growth
- Integrity
- Building Community
- Good Stewardship
- Compassionate Communication
- Embracing Challenge

Pro Kids, First Tee - San Diego has two primary program campuses in City Heights & Oceanside.

Position Summary: Reporting to the Program Director, the Youth Development Leader will assist Pro Kids in accomplishing its mission by providing individual and group tutoring to members, supervision, and support during distance learning, supporting enrichment workshops, serving as a role model, and supporting the Program Director in implementing educational interventions that inspire students to learn. The youth development leader will be responsible for parent and family communication, collection of test scores and grades, team building, attending local community outreach events, arranging golf instruction with the Pros, leading celebrations, and participating in team field trips.

Key Duties and Responsibilities:

Provide tutoring and mentorship to students:

- Assist students in achieving their academic goals by providing tutoring and scholastic guidance during out of school time
- Flexibility in working with a diverse group of students, ages 7-17, this position is primarily working with high school aged youth
- Work with the Program Director to oversee reading and writing interventions for students
- Collaborate with the Program Director to locate additional age-appropriate educational resources
- Track and record attendance and academic progress
- Ability to drive company vehicles to pick up youth from local schools and transport them to field trips
- Develop enrichment workshops that inspire confidence and creativity
- Create opportunities for students to exercise and play outdoors, including playing golf, sports, games, and eating outside

Provide general support in the Learning Center:

- Provide break coverage for other Learning Center staff

- Maintain an atmosphere of hospitality, visibility within the Learning Center, and setting examples of our core values through daily interaction with members, staff, volunteers, community-based organizations, and other stakeholders
- Support academic developmental goals for students by ensuring the accuracy of data collection in a timely manner
- Monitor behavior issues and report all concerns directly to the Program Director

Other areas of responsibility:

- Maintain a safe atmosphere during COVID, including enforcing mask rules, social distancing, and sanitizing surfaces
- Assist with distributing meals to Pro Kids members and families in the community
- Participate in staff meetings and other programming, as needed, to ensure the success of Pro Kids; meetings may occur outside of regularly scheduled work hours
- Become familiar with the sport of golf through shadowing experiences with Pro Kids' golf pros
- Communicate via e-mail, telephone, and mail, acknowledging and sending correspondence in a professional, timely manner
- Represent Pro Kids at community outreach opportunities
- Perform other work-related duties as assigned

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education, Knowledge, Skills, and Abilities:

- Completed or working towards an Associate's degree (preferably in Education, Liberal Arts, Child Development, or related areas) or equivalent work experience
- Minimum of six months experience in tutoring/mentoring youth
- Knowledge in reading and writing teaching techniques
- Experience working with a diverse community of children
- Effectively work with youth, staff, volunteers, parents, educators, and community-based organizations
- Ability to regularly communicate with Pro Kids' family members and staff
- Strong interpersonal and communication skills
- Proficient in basic computer skills, including MS Office
- Provide attention to detail and proactive communication
- Must have high level of professionalism and ability to maintain confidentiality
- Have ability to prioritize, handle multiple tasks, and meet deadlines
- Bilingual (English/Spanish) highly desirable
- Must have a clean driving record

Physical Requirements and Work Environment: Position may require standing, walking, and sitting. Position involves use of a keyboard involving repetitive motions with fingers, and the use of telephone and face-to-face communication that require accurate perception of speech as well as speaking and hearing. Position also requires close vision, distance vision, and the ability to adjust focus. Activities regularly take place in office/classroom setting but may occur outdoors on golf course, field, or other irregular locations for field trips and workshops. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

Qualification and Training Requirements (within 30 days of employment)

- Completion of Child Abuse Prevention Training

- CPR, First Aid; AED Certification

Prior to reporting to work

- Clear background check
- Clear DMV record check

Pro Kids provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state, or local laws.

Please email your resume to Karla Gomez at kgomez@prokidsonline.org