



Golf Professional – Girls Golf Coach Position Description

POSITION TITLE: Assistant Golf Professional/Girls Junior Golf and Life Skills Coach

DEPARTMENT: Golf Program

Salary: \$17-\$20/HR DOE

SUPERVISOR: Director of Golf

STATUS: Regular, Non-Exempt

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 501(c)(3) public charity that operates Colina Park Golf Course. The golf course is open to the public and is in an 18-hole, par 3 course.

Key Duties and Responsibilities:

Position Concept: Assist Pro Kids in accomplishing the mission by ensuring that all aspects of golf operations, programs, facilities, and services are being performed in a professional and responsible manner.

Duties and Responsibilities:

- Provides large and small group instruction for females ages 7-17
- Schedules, collects registrations, and monitors progress of members and classes
- Maintains accurate data entry and record-keeping (Salesforce)
- Demonstrates clear and professional communication methods including use of Microsoft outlook
- Transports members to regulation golf courses for outings
- Assists in the preparation of new programs, lesson plans, and special events
- Provides excellent customer service, professional advice, and assistance to all members and parents to make their experience with Pro Kids an enjoyable one
- Acts as a role model for our members
- Manages Girls Golf programming at both the City Heights and Oceanside facilities including participation in the Girls Mentoring Committee
- Manages the fitness and nutrition aspects of programming
- Some hours will be spent working our Pro Shop
- Completes the requirements for the PGA (or LPGA) membership and maintain an active classification
- Completes the requirements for First Tee Recognized Coach Program
- Team player and collaborates well bringing new ideas to the program

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:

- Passionate about working with youth; the ability to teach life lessons and core values is equal to the ability to teach golf skill
- A well-rounded individual who is registered as an apprentice with either the PGA or LPGA and has passed their playing ability test is desired, but not required
- Experience in the golf industry, working with youth
- Proficiency in Microsoft Office is required
- A Bachelor's degree is preferred, but not required
- A clean DMV driving record is required
- Experience working with nonprofits desired
- Strong communication and interpersonal skills that apply to dealing with children and donors
- Must have high level of professionalism and ability to maintain confidentiality

Physical Requirements and Work Environment: Work is performed on a golf course with a moderate noise level; employee will occasionally work at a computer station and operate electronic equipment; regularly communicate by telephone and in-person with staff and other professionals; occasionally lift, carry and position objects weighing up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pro Kids provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.