



**Pro Kids Golf Academy, Inc.  
ASSISTANT GOLF COACH**

**POSITION TITLE:** Assistant Golf Co

**STATUS:** Non-exempt, Part-time

**DEPARTMENT:** Golf

**SCHEDULE:** 20 hrs./week

**LOCATION:** City Heights

**SALARY RANGE:** \$17-21/hr.

**SUPERVISOR:** Director of Golf

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:** With direction and support from the Director of Golf and Site Lead and Assistant Golf Professional, the position will provide support to the on and off-site golf programs. The Assistant Golf Coach is responsible for the delivery of daily lessons, group and behavior management and care taking of golfing equipment. This position will uphold policy implementation and safety of Pro Kids programs, as well as assisting Pro Kids in accomplishing the mission of their strategic plan by ensuring that all aspects of the golf operations, programs, facilities, and services are performed in a professional and responsible manner.

**Duties and Responsibilities:**

- Provides large and small group instruction for youth ages 7-17 with a focus on Pro Kids members primarily aged 13 years and younger.
- Assists with coaching and coordination of First Tee Golf and Life Skills Curriculum.
- Assists in the preparation of new programs, lesson plans, and special events.
- Assists in all golf events internally and externally.
- Assists in preparation and instruction of golf summer camp programs.
- Schedules and attends outreach programs with local schools and program partners.
- Provides excellent customer service, professional advice, and assistance to all members and parents encompassing the Pro Kids experience.
- Acts as a role model for our members.
- Completes training requirements for First Tee Coach Program.
- Provides ongoing support to other departments of programming.
- Maintains accurate data entry and record keeping.
- Demonstrates clear and professional communication methods.

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 our target youth and their families; the ability to teach life lessons and core values is equal to the ability to teach golf skill.
- Previous experience in coaching preferred.
- 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 communication and interpersonal skills that apply to dealing with youth and donors.
- Proficiency in technology including basic computer skills, MS Office, and software database entry.
- Experience with working for a nonprofit is a plus.
- Must have a high level of professionalism and ability to maintain confidentiality.
- Must have a clean driving record.
- Bilingual (English/Spanish) highly desirable

**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.

**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

**Eligible benefits include Paid Sick Time and simple IRA match.**

*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.*

*Interested candidates, please submit resume to:*

*[cburkhead@prokidsonline.org](mailto:cburkhead@prokidsonline.org)*