



## **PROGRAMS & OPERATIONS INTERN**

### **Chapter Overview:**

First Tee – Greater New Orleans is one chapter of an international non-profit youth initiative called First Tee. First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity, and sportsmanship. By engaging young people in a combination of life skills, leadership, and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. First Tee Program is the unique component that sets First Tee apart from many other successful junior golf programs and youth sport development programs.

### **Position Description:**

The 2023 Programs & Operations Intern(s) will be primarily responsible for administrative support with First Tee Program, summer camps, outreach programs, school partners and various special events in the Greater New Orleans region. The primary purpose of these programs is to introduce First Tee and the game of golf to young people in a way that will inspire interest and lead to continued participation. The Intern(s) will work directly with First Tee staff and coaches daily.

**Reports to:** Program Director

**Employment Status:** 30-35 hours weekly (Tues-Sat, approx. 11am-6pm)

**Dates:** Spring (February – May) | Summer (May – August) | Fall (August – November)

**Salary/Wage:** Depending on start date, +/- \$1,000 a month (plus job-related expenses)

**Preferred Education Level:** College Sophomore, Junior or Senior (or recent graduate)

**Location:** New Orleans, LA

**Essential Responsibilities:**

- Teach basic golf skills and life skills to participants
- Assist in on-course preparations, participant sign-in and class lessons during program sessions
- Maintain the quality of equipment and instructional areas at golf facilities
- Develop retention and progression plan to help move participants through First Tee Program
- Work with community partners and schools to recruit participants and assist with outreach programs
- Help as directed with special events, chapter fundraisers, and tournaments
- Assist with day-to-day administrative operations where needed

**Preferred Qualifications:**

- Background in golf or interest in golf is preferred, but not necessary
- Demonstrate exceptional communication, interpersonal and organizational skills
- Adhere to standards and values established by First Tee
- Experience in identifying and working with program staff and volunteers
- Charismatic, personable, and motivational in working with youth
- Able to travel as required

**Contact Information:**

***Applications will be accepted until a candidate has been identified. All candidates are subject to a background check. To apply for this position, please submit your cover letter and resume with references to:***

Brad Cooney

Program Director | First Tee – Greater New Orleans

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