



### **Position**

Programs & Operations Intern, First Tee – Greater New Orleans

### **Organization**

First Tee – Greater New Orleans is a chapter of First Tee, an international non-profit youth initiative. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Greater New Orleans creates active learning experiences that build inner strength, self-confidence, and resilience that kids can carry to everything they do. 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.

### **Organizational Structure**

The Programs & Operations Intern reports to the Program Director & Program Coordinator(s).

### **Job Summary**

The 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. This position also assists the program team with a variety of tasks, including curriculum support, marketing, and database management. The Intern(s) will work directly with First Tee staff and coaches daily.

### **Duties and 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
- 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
- Maintain chapter databases for participants within the Salesforce platform
- Manage parent communication by responding to emails, phone calls, and other inquiries.
- Perform other related duties as assigned, including special events which may take place on nights and weekends.

### Preferred Education Level

College Sophomore, Junior or Senior (or recent graduate)

### Qualifications

- Background in golf or interest in golf is preferred
- 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

### Work Shifts

Tues-Sat, approx. 10am-6pm and some evenings/weekends for special events may be required (30-35 hours weekly)

### Salary/Wage

Hourly (Seasonal)

### Dates

Fall (August – November)

### To Apply

Submit a cover letter, current resume and professional references to [brad@firstteenola.org](mailto:brad@firstteenola.org). Applications will be accepted until the position is filled.

#### **Equal Employment Opportunity Statement:**

First Tee - Greater New Orleans is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal/state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference, or veteran status.