



Site Coordinator
First Tee – Greater Houston

Report To: Program Director

Position Title: Site Coordinator

Position Type: Part-Time

Salary and Benefits: Hourly or Pay Per Class, based on experience and qualifications.

Able to practice and play FM Law Park during business hours

Location: Bayou Golf Course (Texas City) and/or River Plantation (Conroe)

Job Posting Description: The Golf & Life Skills Coach is responsible for guiding and coaching young people to become responsible future citizens and committed, active golfers. This is done so by positively impacting their lives through the First Tee Program by using lesson plans and the First Tee Coach Building Blocks.

Duties and Responsibilities

- Maintain a professional and cordial attitude towards coaches, volunteers, participants and their parents .
- Become proficient in the delivery of First Tee lesson plans.
- Model the First Tee Five Key Commitments and Coach Building Blocks.
- Maintain consistent and regular attendance.
- Commence and end scheduled classes on time.
- Maintain and organize all equipment storage areas.
- Provide PD with accurate participant class attendance records.
- Provide a fun and safe environment at all times.
- Create a space for learning
 - Set-up/tear down
 - Prepare ahead of time and engage volunteers
- Demonstrate exceptional communication skills.
- Be charismatic, personable, and motivational in working with youth.
- Be available to attend coach meetings and training sessions.

Qualifications

- Willingness to learn and teach First Tee Life Skills Experience.
- Self-starter, personable and motivational in working with youth.
- Possess strong communication and data entry skills.
- Ability to work during program hours: programs are late afternoons/evenings and Saturdays during programming sessions.
- Experience teaching/coaching youth (minimum 1 year)

Contact Person: Tuyen Nguyen

Resumes will be accepted until positions are filled. Please e-mail to tnguyen@hga.org