



Job Description – Program Intern First Tee – Greater Houston

Organization Name: First Tee – Greater Houston

Position Title: Program Intern

Position Type: 2024 Winter (Early January to Mid-March), Spring (Mid-March to End of May), Summer (Early June to Mid-August) and Fall (Mid-August to Early November) Intern

Job Posting Description: Intern provides assistance to program administration and curriculum delivery.

Duties/Responsibilities

- Must become familiar with First Tee Life Skills Experience and implement the curriculum in all class activities, games and discussions
- Serve as a role model and mentor to youth participants
- Assist with delivering First Tee Life Skills Experience at Chapter locations and help coordinate registration for classes
- Provide safe environment for participants and maintain the quality of equipment and all instructional areas
- Assist with writing lesson plans for classes that create an optimal learning environment for participants and make game fun for juniors
- Work with volunteers to manage equipment donations by accepting, storing, sorting and recording donated equipment contributions and thanks donors appropriately
- Assist with recruiting, training, and involving volunteers, parents, physical educators, and golf professionals to help with program delivery
- Provide administrative support by answering the phone, registering participants, entering participant data, handling parent/guardian inquiries
- Help track participant's information and certification progress
- Service driving range and other practice areas ahead of participant use
- Provide staff support to Houston Golf Association supported events

Qualifications

- Working towards or has earned a Bachelor's Degree in the areas of sports administration, education, recreation or related field preferred
- 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
- Able to work flexible schedule and provide own transportation

Contact Person: Tuyen Nguyen

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

*Dates have flexibility