



POSITION TITLE: **2021 Summer Intern**
REPORTS TO: Program Director
CLASSIFICATION: Part-Time, Non-Exempt
LOCATION: First Tee – Raritan Valley Service Area
(Office located at Galloping Hill Golf Course, Kenilworth, NJ)
SALARY: \$12.50/hour

Job Summary

First Tee – Raritan Valley (FTRV) is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment.

The Summer Intern is responsible for coaching and mentoring young people to become positive role models and active golfers. This objective is achieved by the daily delivery of life skills, golf skills and healthy habits in a safe, fun, and engaging camp setting.

Intern will also have time working in an office setting and helping staff with daily activities to include but not limited to: social media responsibilities, filing, returning phone calls, research, and other FTRV projects.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administrative duties to include social media posts, research, and other office duties
- Teach basic golf skills to youth ages 5 – 17 and follow lesson plans/summer camp schedule
- Maintain a professional attitude towards staff, coaches, volunteers, participants and parents
- Model First Tee Nine Core Values and adhere to Standards of First Tee Code of Conduct
- Maintain consistent and regular attendance
- Convey the Chapter's brand image to the public
- Monitor the quality of equipment and inform the Program Director of equipment needs
- Maintain and organize all equipment storage areas
- Show initiative and work effectively with staff, coaches, counselors, and volunteers
- Make the game fun for youth participants
- Understand and apply procedures and practices of FTRV to ensure a safe environment in accordance with the Safe Sport Act
- Be charismatic, personable, and motivational in working with youth
- Perform additional responsibilities related to the success of the organization
- Collaborate with staff to increase brand awareness

Job Requirements and Qualifications (Education and Experience)

- Incoming first year student or current undergraduate student in good standing at accredited four-year college, graduate students in good standing also eligible
- Exemplify good character and reputation that is reflective of First Tee's Mission
- Desire to work and mentor youth
- Knowledge of the game of golf, rules, and etiquette helpful
- Must pass background check and complete Safe Sport Training
- Attend a Chapter Coach Training (*All Day*) in Late Winter/Early Spring of 2021
(*Tentative date: March 6th Rain date: March 27th)*
- Attend a Chapter Volunteer Training in March 2021
(*Tentative date: March 13th – 12:00 to 2:00 PM*)
- Efficient with Microsoft Word, Excel, and Outlook, as well as experience with standard office equipment

Work Environment, Travel and Expected Work Hours

This position will require the individual to travel to First Tee – Raritan Valley office and any programming facilities in the chapter service area.

First Tee – Raritan Valley*

1 Golf Drive

Kenilworth, N J 07033

*(*Office is located at The Learning Center @ Galloping Hill Golf Course)*

Typical days and hours of work are Monday – Friday, 8:00 AM to 5:00 PM. Occasional evening or weekend work may be required as job duties and business demand.

Summer internship dates are from June 1st* – August 13th, 2021.

*(*If successful applicant is available, work could start in May and end in later August.)*

Application Process

Email a cover letter, resume, and three references (name, contact information, relation to applicant) to Dana Schoenbach, Program Director, at dschoenbach@firstteerv.org by January 15th, 2021.