



Part Time Seasonal Site Coordinator

First Tee - Greater Detroit is looking for an enthusiastic, energetic, and caring site coordinator to help further our mission of delivering life skills through the game of golf to youth in the Greater Detroit area. The site coordinator will serve the chapter by providing support to the Program Director to deliver classes at multiple locations throughout the week during our 2022 Summer Program from July 11 – August 18, 2022.

About Our Program:

First Tee exists to enable kids to build the strength of character that empowers them through a lifetime of new challenges. At First Tee - Greater Detroit, we partner with schools, parents, and the community to provide evidence-based curricula for participants to achieve successful outcomes for their future. The Greater Detroit chapter is part of a national youth development organization, [First Tee](#), focused on instilling life-enhancing values in children through the game of golf.

Responsibilities:

- Ensure all activities and equipment required for the program at a particular site are set up according to lesson plan set forth by the Program Director.
- Follow and adhere to all chapter policies and procedures on attendance, registration, confidentiality, and SafeSport.
- Ensure proper storage and upkeep of all equipment and materials at a particular site.
- Lead and instruct volunteer coaches at time of the session, if necessary.
- Communicate effectively and efficiently with the Program Director and Director of Operations regarding daily and long term First Tee – Greater Detroit operations.

Qualifications:

- Strong ability to communicate effectively with parents, participants, volunteers, and First Tee – Greater Detroit staff.
- Extremely organized and shows attention to detail.
- Reliable transportation.
- Show a willingness to go above and beyond to better serve our participants and families.

Compensation: \$20/hr

Hours: 25-30/week (Monday – Thursday: some Friday and weekend assistance may be necessary)