



Intern

Reports To: Program Director

Classification: Part Time

Application Deadline: Applications accepted until positions are filled

Description: The First Tee of Greater Philadelphia Intern provides assistance to various program aspects and curriculum delivery at The First Tee of Greater Philadelphia (TFTGP) and the Walnut Lane Golf Course (WLGC). An intern will have the opportunity to learn all facets of TFTGP operation to include program delivery, fundraising, financial management, golf course maintenance and non-profit business operations.

Duties/Responsibilities

- Assist with marketing initiatives through social media, website, print materials and other channels.
- Assist with coordination for all golf and Gala fundraising events.
- Help to implement The First Tee Life Skills Experience and learn to incorporate it with all class activities, games, and discussions.
- Develop an understanding of key vocabulary (Core Values, Life Skills, and Healthy Habits) and learn to apply teaching techniques necessary to educate and empower youth.
- Serve as a role model and mentor to youth participants.
- Assist with delivering The First Tee Life Skills Experience at different Chapter affiliate sites.
- Collaborate on survey projects – data retrieval, collection, and analysis/output.
- Help coordinate registration for classes, play day activities, and other events.
- Work with volunteers and staff to manage equipment donations by accepting, storing, sorting, and recording donated equipment contributions.
- 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, and handling parent/guardian inquiries.
- Provide a safe environment for participants, maintain the quality of equipment, and help to preserve all instructional areas.
- Assist with writing lesson plans for classes that create an optimal learning environment for participants while making the game fun for juniors.
- Provide staff assistance to Walnut Lane GC and The First Tee supported activities and events.

Qualifications

- Working towards or earned a Bachelor's Degree in the areas of sports administration, education, marketing/management or a related field preferred.
- Willingness to learn and teach The First Tee Life Skills Experience
- Self-starter, personable, and motivational in working with youth
- Possess strong computer and data entry skills

Contact:

Bill Hyndman
800 Walnut Lane
Philadelphia, PA 19128
Phone: 215 482-3370
Email: whyndman@thefirsttee.phila.org