



## **Assistant Golf Professional**

The First Tee of Greater Richmond is one chapter of an international non-profit youth development organization, The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as Honesty, Integrity, Responsibility and Sportsmanship. By engaging young people in a combination of life skills, leadership, and golf activities, youth are also exposed to positive traits that will help them achieve success in life. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from other junior golf and youth development programs.

**Our Vision:** To strengthen the character of our community.

**Our Mission:** To impact the lives of young people by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

**Reports to:** Senior Director of Golf

### **Job Description:**

The First Tee of Greater Richmond seeks a collaborative and enthusiastic golf professional to grow our culture and the golf experience. In 2017, the organization completed a major renovation of the grounds, course, and facility at the Elson Redmond Memorial Driving Range. Following the renovation, business has been increased significantly and our professional services have become much more in demand. In order to continue on this trend, the Assistant Golf Professional will be required to manage daily activities, support the professional golf operation, and is expected to work with our youth programs. Our goal is to provide a private country club-like professionalism with a community centric environment accepting of all people from beginners to scratch golfers.

The Assistant Golf Professional is expected to work flexible hours, weekends and some holidays.

**High Standards:** expects personal and team performance to be nothing short of great.

**Work Ethic:** possess a strong willingness to work hard and get the job done right.

**Creativity/Innovation:** generates new and innovate approaches to problems and issues.

**Flexibility:** adjusts quickly to changing priorities and copes effectively with those changes.

**Collaborative:** reaches out to peers and cooperates with supervisor(s).

**Communication:** speaks, writes, and articulates clearly and professionally.

**Attention to Detail:** achieves insights from both qualitative and quantitative data.

**Enthusiasm:** has a passion for helping youth and being a team player in the organization.

**Proactive:** brings new ideas and acts without having to be told what to do.

**Efficiency:** able to produce significant output with minimal wasted effort or time.

**Integrity:** earns the trust of teammates and maintains confidence.

**Communication:** communicates clearly, articulately, and effectively.

**Reports to:** Senior Director of Golf

## **Responsibilities**

- Maintaining the professionalism and culture of the facility
- Managing inventory management and hourly staff training
- Planning and leading tournament and league events
- Day to day operations, supporting inventory sales, and facility appearance.
- Effectively delivering the communication plan and assets available at the facility to all pillars of our operation.
- Ensuring proper use of the facility by patrons.
- Assisting in the coaching and teaching within The First Tee of Greater Richmond's Youth Programs including but not limited to: Life Skills Experience classes, Player Development Academy, PGA Junior League, and other community programs on an as needed basis.
- Supporting strategic plan efforts as directed by the Director of Golf.
- Maintaining brand awareness and certifications

Above all, the Assistant Golf Professional will consistently provide excellence to all participants, parents, volunteers and co-workers in a manner that reflects The First Tee's Nine Core Values.