



SCGA Youth on Course Coach

Job Title: Coach Across America Coach, Norwalk Golf Center

Organizational Unit: SCGA Youth on Course

Reports To: Program Manager, Instruction

Date: May 15, 2015-May 15, 2016

Hours: Approximately 15-20 hours per week; Programming at Norwalk GC is on Wednesday and Thursday evenings and Saturday afternoons. This position is also expected to work additional hours at Pico Rivera Golf Course, which could include Monday and Tuesday evenings and Saturday mornings. Additional hours to be determined based on availability.

SCGA Youth on Course:

Founded in 1983, SCGA Youth on Course is the philanthropic arm of the Southern California Golf Association, one of the nation's oldest and largest regional golf associations with more than 150,000 individual members who belong to more than 1,200 clubs throughout Southern California and Baja California. SCGA Youth on Course's mission is to promote the education and character development of Southern California youth through golf.

Available Position: Coach Across America (Part-Time)

The Coach Across America Part-Coach (herein Coach) will be responsible for supporting the Youth on Course Junior Golf Program at Norwalk GC. The responsibilities of the CAA Coach include, but are not limited to:

- Assisting the Youth on Course Lead Golf Instructor and the staff at the facility with the delivery of the golf and Youth on Course decision making curriculum
- Making sure classes are engaging and energized
- Assisting with the coordination, distribution and logging of equipment and program materials
- Coach is required to collect Y.E.S. Surveys, Youth Registration Forms, Parents' Code of Ethics, Permission Waivers and daily attendance sheets
- Support Program Manager with junior and parent councils
- Assisting instructor with the day of class schedule, lesson planning, set up and clean up.
- Working within the program budget and guidelines
- Leading additional golf activities to include course play and drills on non-practice days
- Assisting with the planning, organization, and implementation of special events in the community with the goal of engaging new participants
- Providing feedback and suggestions to Youth on Course staff on how to best utilize time and resources on class days
- Strategically helps plan events and extra opportunities for instruction participants outside of instruction class to improve the program

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**Requirements:**

- Currently enrolled or graduate of a four-year college or university. 3-5 years of playing team sports. Golf experience is preferred.
- Volunteer experience working with youth, preferably in sports.
- Must have excellent oral and written communication skills; must be detailed oriented and well-organized.
- Ability to integrate diverse viewpoints, ideas, and opinions working with staff, and industry stakeholders.
- Must be willing to learn, be a good team member, and bring a creative energy to the position.
- Must attend Up2Us National Training Institute (Date TBD)
- Proficient in using Microsoft Office.
- Must have reliable transportation.

Schedule and Pay:

The coach will work on a part-time basis for 900 hours. This will include after school hours and weekends. The coach will be expected to attend the majority of program sessions, helping the instructors with setup and administration. CAA coaches receive a total living allowance of \$7,200 (paid by Up2Us) as well as an education award of \$2,775. The Living Allowance is not a salary; is taxed; is distributed in even amounts throughout 9 months (not connected to the number of hours served per pay period); will be paid at least twice monthly at the normal interval of the Host-site. No other benefits are offered.

Submissions:

Qualified individuals who meet the job requirements should submit their resume with a cover letter indicating "Coach Across America (Part-Time Staffing)" in the subject line via e-mail to Kaycee Wilke at kwilke@scga.org.