



## First Tee – Indiana in Indianapolis Program Internship

**Job Category & Wage:** Variable Hourly  
(April/May-August)  
**Location:** Indianapolis, IN

**Relevant Work Experience:** See Below  
**Preferred Education Level:** Bachelor's Degree  
(or currently pursuing) in Business, Sports  
Management, Prof. Golf Management

### Organization Overview

Since its founding in 1994, the Indiana Golf Foundation has established itself as a national leader in junior golf. Initially through the Junior Golf Program, followed by our academic scholarships, and finally with the construction of the Gongaware Junior Golf Academy in 2001, the Foundation has become a role model for junior golf programs throughout the country.

When the Foundation was presented with the opportunity to add First Tee to our junior golf programs, it was too good to pass up and in 2013, we were pleased to announce the addition of First Tee-Indiana to our Foundation programs.

The Indiana Golf Foundation allows hundreds of Indiana youth an opportunity to experience the numerous benefits that come from playing the game of golf. All programs under the Foundation umbrella are funded through the generosity of golfers from throughout the state and minimal program fees to participants.

First Tee - Indiana is one of 150 chapters worldwide that are part of a global non-profit youth initiative. First Tee was created in 1997 by the World Golf Foundation to use golf and character education to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity and sportsmanship. By engaging youth in a combination of life skills, leadership and golf activities, they are exposed to positive traits that will help them become valuable assets to their community and eventually achieve success in life. First Tee's Life Skills & Golf Experience curriculum is the unique component that sets it apart from many other successful junior golf programs.

### Position Description

The Indianapolis Program Intern will report directly to the Area Director. Inspired by a genuine passion for empowering and helping youth succeed in life, they will work diligently to promote and expand First Tee programs in Indianapolis. The Program Intern will help with program design, implementation, and support the overall strategic and operational plan for First Tee – Indiana in Indianapolis. This position will include coaching sessions with students 3-5 days per week, including some Saturday events.

The ideal candidate has outstanding administrative, communication, interpersonal and organizational skills, strong affinity for golf and the golf community, and an interest in working with kids and teens ages 4-17 (and their parents).

# Responsibilities

## Programming:

- Help develop and implement First Tee curriculum as outlined by the Area Director
- Lead (Coach) First Tee's six-class sessions and various other parts of programming with kids and teens 3-5 days/week
- Provide a safe environment for all students and coaches
- Make the game and experience fun for participants
- Maintain the quality of the equipment and all instructional areas
- Empathy, patience and excitement to serve and work with students from challenging backgrounds
- A knowledge of the game of golf, and an ability and desire to work directly with students
- Assist other area Lead Coaches with equipment and class needs
- Attend First Tee events & assist with Indiana Golf events as needed

## Administrative:

- Help track participants information and progress through First Tee online participant database (Salesforce & potential app)
- Assist in managing class materials for Indianapolis programs
- Communicate with lapsed scholarship parents through email, text, and phone calls
- Assist with the scheduling of volunteer coaches for Indianapolis programs
- Assist in the creation of promotional materials to increase the awareness of the programs

# Qualifications

The following characteristics are necessary for success in this position:

## Communication Skills

- Strong use of the written English language, including grammar, spelling and punctuation
- Active listener
- High emotional IQ
- Ability to multitask

## Technical Skills

- Computer savvy
- Golf swing knowledge
- Youth/coaching experience

## Personal Characteristics

- A love for youth (age 4 to 17)
- High Integrity
- High attention to detail
- Ability to focus in a high-energy environment or as an individual
- Flexible
- Organized
- Personally accountable
- Outcome driven
- Efficiency seeker
- Challenger
- Patient

# Interested?

Please submit a cover letter and resume to the following email: [tstockbridge@indianagolf.org](mailto:tstockbridge@indianagolf.org)