**Organization Name:** The First Tee of Greater Houston  
**Position Title:** Program Intern  
**Position Type:** Spring Internship (January-May). Unpaid internship/applicable for class credits.  
**Job Posting Description:**  
The First Tee of Greater Houston Intern provides assistance to program administration and curriculum delivery.

**Duties/Responsibilities**
- Must become familiar with The First Tee Life Skills Experience and implement the curriculum in all class activities, games, and discussions
- Serve as a role model and mentor to youth participants
- Assist with delivering The First Tee Life Skills Experience at Chapter locations and help coordinate registration for classes
- Provide a safe environment for participants and maintain the quality of equipment and all instructional areas
- Assist with writing lesson plans for classes that create an optimal learning environment for participants and make the game fun for juniors
- Work with volunteers to manage equipment donations by accepting, storing, sorting, and recording donated equipment contributions and thanking donors appropriately
- 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, handling parent/guardian inquiries
- Help track participants’ information and progress
- Provide staff support to Houston Golf Association Amateur Golf Program and other HGA supported activities including the Shell Houston Open, PGA Tour event

**Qualifications**
- Working towards or has earned a Bachelor’s Degree in the areas of sports administration, education, recreation or 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
- Able to work a flexible schedule and provide own transportation
- Spanish proficiency a plus but not required at F.M. Law Park and Houston Oaks sites

**Contact Person:** Brian Ladet  
**Resumes will be accepted until positions are filled.** Please email or fax resumes to bladet@hga.org or 281-454-7070 (fax). Include a minimum of three references.  
**Phone:** 281-454-7000

*dates have flexibility*