



Volunteer Coach Job Description

Reports to: Director of Programs or contracted Host Professional on site

Summary

The First Tee of Birmingham is a youth serving agency whose mission is to positively impact the lives of Birmingham-area young people by providing learning facilities and educational programs that promote character development and life-enhancing values through the great game of golf. In order to achieve this mission, we conduct year round golf and life skills programming for Birmingham-area youth on a daily basis at our facilities throughout Birmingham and surrounding areas.

A major component to the success of our programs is the role of our Volunteer Coaches. All learning follows a model and our model of learning is driven by the actions of Volunteer Coaches who assist our staff with a variety of program related tasks. This assistance is delivered in a variety of ways though it primarily involves the hands-on delivery of golf and life skills instruction and participant mentoring. Orientations and ongoing Volunteer Coach Trainings are held frequently to familiarize Volunteer Coaches with The First Tee coaching methodology and curriculum.

Responsibilities

- Assist with set up of golf and life skills program equipment and supplies
- Assist with delivery of golf and life skills instruction to participants
- Assist with disassembly of golf and life skills program equipment and supplies
- Greet, Engage, and Mentor participants
- Participate in Community Service Learning Projects
- Encourage fun and learning
- Serve as a positive model to participants

Requirements

- Ability to serve as “the model” of mature, responsible behavior to participants
- An interest in the development of youth
- An appreciation for the game of golf and its inherent life lessons
- Ability to assist with programming on an average of 3-6 hours per session



Volunteer Code of Conduct

The First Tee of Birmingham, TFTB, is committed to providing meaningful opportunities to its volunteers. As a TFTB volunteer, you will meet people, share ideas, master skills and make a difference in the lives of Birmingham-area young people. In order for TFTB to provide a safe, secure environment for its program participants, the following Code of Conduct must be adhered to by TFTB staff and volunteers.

As a TFTB volunteer, I agree that while serving as a volunteer, I will:

- Portray a positive role model image to participants by demonstrating The First Tee's Core Life Skill Lessons and Nine Core Values.
- Provide for the general welfare, health and safety of all The First Tee of Birmingham participants and volunteers.
- Treat individuals of all races, religions, genders, and socio-economic backgrounds with respect and consideration.
- Not physically, verbally, sexually or mentally abuse any participant or other individual involved with TFTB.
- Not engage in any inappropriate contact or relationship with participants, volunteers or others involved with TFTB.
- Report any emergencies to the appropriate authorities after first taking immediate action to ensure the health and safety of the participants.
- Abstain from the consumption or use of all alcohol, tobacco products and illegal substances while involved with any TFTB event.
- Hold confidential any information gained through the performance of TFTB administrative duties.
- Dress and act in an appropriate manner at all times.
- Follow the established rules and guidelines of TFTB and/or any agency involved with TFTB.

The First Tee of Birmingham is committed to supporting its volunteers and providing the means for everyone who offers his or her assistance to make the most of their experiences for the benefit of both the participants and the volunteer. All volunteers will receive an orientation and training before participating in TFTB events, as well as assistance and supervision during events.

**The First Tee of Birmingham
Volunteer Information and Consent Form**

Name: _____
(First, Last)

Gender: Female Male

Home Address: _____

Home Phone: _____ **Cellular Phone:** _____

Email: _____ **Occupation:** _____

Employer: _____ **Work Phone:** _____

Ethnicity:

African-American Caucasian Native-American Other

Asian-American Hispanic Pacific Islander Don't wish to respond

Dates available for volunteer service (circle all that apply): **M T W Th F Sat**

Times available for volunteer service (circle all that apply): **8a-12p 2p-5p 5p-8p**

Explain (if necessary): _____

(This portion will be destroyed upon completion of background check)

Date of Birth: ___/___/___ Driver's License #: _____ State: _____

Social Security Number: _____ - _____ - _____

Have you ever been convicted of a crime and/or are there any legal charges pending against you? Yes No

If Yes, please explain:

(Please initial) _____ **I understand that a condition for my status as an employee or volunteer with TFTB now or in the future depends, in part, on the results of a criminal background check. I have read, understand and agree to be subject to the disqualification policy of TFTB stated on reverse.**

The signature represents my current legal name and any previously used names are listed below:

Additional names/ nicknames : _____

Signature of Applicant: _____ Date: _____

**Consent for Criminal Background History Check
Authorization/Waiver/Indemnity**

I hereby give permission to The First Tee of Birmingham (TFTB) to obtain information relating to my criminal history record. The criminal history record as received from the reporting agencies may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used in part, to determine my eligibility for employment/volunteer position with TFTB. I also understand that as long as I am an employee or volunteer of TFTB, the criminal history record may be repeated at any time. I understand that I will have an opportunity to review the criminal history, and a procedure is available for clarification if I dispute the record as received.

I, THE UNDERSIGNED, FOR MYSELF, MY HEIRS, EXECUTORS, AND ADMINISTRATORS, HEREBY AGREE TO INDEMNIFY AND HOLD TFTB, AND THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, REPRESENTATIVES AND VOLUNTEERS HARMLESS FROM AND AGAINST ANY CLAIMS, DEMANDS OR CAUSES OF ACTION WHATSOEVER, INCLUDING, WITHOUT LIMITATION, COURT COSTS AND EXPENSES AND ATTORNEY'S FEES, ARISING OR ALLEGED TO HAVE ARISEN ON ACCOUNT OF (I) THE INVESTIGATION OF MY BACKGROUND IN CONNECTION WITH MY APPLICATION TO BECOME A TFTB VOLUNTEER/STAFF MEMBER; AND (II) MY ACTS OR OMISSIONS AS A TFTB VOLUNTEER OR STAFF MEMBER, INCLUDING, WITHOUT LIMITATION, PERSONAL INJURY AND/OR DEATH OR LOSS OR DAMAGE TO PROPERTY. THE FOREGOING INDEMNITIES SHALL SURVIVE MY APPLICATION AND MY PARTICIPATION, IF ANY, IN THE TFTB PROGRAM.

**Policy Statement for Disqualifying Offenses for The First Tee of Dallas (TFTD)
Employment and Volunteer Services**

In order to perform our due diligence in protecting the well being and safety of the children we serve, TFTB will perform a criminal background check on all employees, volunteers and interns. TFTB deems it necessary and advisable as a matter of policy to reserve the right to disqualify any person who has been charged and convicted of any crime on TFTB's list of disqualifying offenses.

The following offenses are grounds for disqualification, regardless of any extenuating circumstances.

- Crimes against the family, sex related offenses, child related offenses, murder, felony, theft/robbery/burglary offenses, fraud related offenses and crimes against persons and property.
- All other offenses not otherwise described above may result in disqualification at the discretion of TFTB. Factors considered by TFTB to determine disqualification include the nature and severity of the criminal conduct, the length of time since the offense occurred, the likelihood of rehabilitation (which must be evidenced by community standing, employment and references) and other factors that the TFTB may deem appropriate under the circumstances.

Procedure

1. **Application:** Each prospective employee, volunteer and intern is required to complete an application.
2. **Criminal Background Check:** Each prospective employee, volunteer and intern will provide written consent (attached) for a criminal background check by an outside agency.
3. **Compliance with Requirements:** TFTB will comply with the requirements of the Criminal Information Act, including the destruction of criminal history record information promptly after the determination of the suitability of the employee, volunteer or intern. TFTB additionally agrees to comply with all requirements imposed by any agency to perform criminal background checks.

Please return this signed form to:

**The First Tee of Birmingham
2539 John Hawkins Pkwy; Suite 101-187
Hoover, AL 35244**