



Job Announcement: Operations Assistant

Reports To: Director of Golf

Position Type: Seasonal, Non-Exempt, Part-Time

Compensation: \$15 hourly

About Us:

First Tee – Triangle has been creating experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Triangle creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. In 2024, First Tee – Triangle opened a state-of-the-art driving range and practice facility named TriGolf. In 2025 TriGolf added a 9-hole par 3 golf course named The Oak.

Position Summary:

The role of the Operations Assistant is to support the oversight of TriGolf, the home facility of First Tee – Triangle. This individual will play a vital role in ensuring positive experiences for members and guests by providing exceptional customer service, maintaining an organized, and well-stocked golf shop, and assisting with daily range and course operations. Responsibilities include processing sales transactions, managing reservations, maintaining a clean and professional facility environment, and providing information on merchandise, upcoming events, and First Tee programming. This position requires strong communication skills, attention to detail, and a passion for delivering outstanding service in a youth and golf-focused environment.

Time Commitment

- 25-35 hours per week +/- in the summer to include weekday afternoons/nights and weekends.
- First Tee – Triangle is willing to adapt to scheduling needs to fulfill requirements for candidates as needed.

Responsibilities and Qualifications

- Support the oversight of management of golf operations and services; assure high standards and total customer satisfaction.
- Open/close the learning center and be present at the counter.
- Meet, greet, and welcome customers/patrons.
- Process payments and donations received by customers and keep accurate records of all activities.
- Provide professional services to the membership, public, and First Tee participants.
- Assist with the management of golf shop inventory.
- Collect and clean range balls to always ensure adequate inventory when needed.
- Assist with enforcement of all facility rules and regulations governing usage.
- Self-motivated with a desire to promote and market our facility and programs.
- Maintain and promote a positive professional image within the community.
- Ability to successfully complete a background check and all child safety requirements.

Responsibilities and Qualifications Continued

- Deep commitment to the mission of First Tee – Triangle which includes but is not limited to:
 - Passion for youth development.
 - Desire to serve all kids with special emphasis on underserved and underrepresented groups with respect to ethnicity, gender, socio-economic status, or persons with disabilities.
 - Demonstrates a willingness to embrace the game of golf and the unique opportunities it can provide young people.
- Proficient working with computers, Microsoft Office suite, and Google suite.
- Excellent time management skills, including the ability to be flexible with availability, including holidays.
- Exceptional communication (verbal and written), interpersonal relations, and organizational skills.
- Promote diversity, equity, and inclusion among stakeholders.
- Maintain positive, professional, and friendly relationships with parents and participants.
- Adhere to and model established policies, procedures and practices of First Tee – Triangle.
- Must have reliable transportation, pass a national background check, and complete a required safety course.
- Ability to lift at least 25 pounds and work in a variety of environmental conditions.
- Moderate to thorough golf knowledge and/or playing experience considered a plus.

Preferences

- Enrolled in golf management, sports administration, or a related field.
- 1+ years working in a golf setting and regularly interacting with patrons from a variety of backgrounds.
- 1+ years of leadership experience.
- Experience working or volunteering with First Tee and/or completion of any level of First Tee Coach Training.

Benefits

- Equipment and apparel discounts with corporate partners.
- First Tee – Triangle Uniform allowance.
- Golf access to home facility, TriGolf.

To Apply

Please submit your resume and cover letter to Jeff Engelhaupt, Director of Golf, via Jeff@FirstTeeTriangle.org. The closing date for this position is March 31, 2026. First Tee – Triangle has the right to accelerate or extend the closing date of this position at any time.

Equal Employment Opportunity Statement

First Tee – Triangle is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.