



## Junior Assistant Coach (Volunteer)

### Eligibility:

- **To be eligible to Volunteer with the First Tee – Naples/Collier**
  - Youth must be 15 years old.
  - Be an active member of the First Tee – Naples/Collier
    - Have participated in the First Tee – Naples/Collier Life Skills Programs in the past 12 month
      - Registered and attended at least 2 LSE program
    - Minimum of a Birdie Program Level Participant in Salesforce
    - Have been active in the First Tee – Naples/Collier for a minimum of 2 years
  - Complete the First Tee – Naples/Collier Volunteer registration & Waivers prior to volunteering
    - If 18 years old, must complete a background check & SafeSport course.
  - Complete any training requested by the First Tee – Naples/Collier
  - Submit request to be a Junior Assistant Coach to the First Tee Staff prior to volunteering
  - If requesting volunteer hours, all required documents need to be submitted prior to volunteering.

### Requirements during the session:

- **During the session, you are required to:**
  - Keep track of your volunteer hours during each week of volunteering
    - Maximum of 2 hours per program during school year
    - Maximum of 5 hours per camp day during summer camp
  - Follow all First Tee Coach/Volunteer Policies & Procedures
    - Including follow the Dress Code
    - Arrive at requested time for each program
  - Abide by the First Tee – Naples/Collier Code of Conduct

### Steps to receive recognition from the First Tee – Naples/Collier for completed volunteer hours:

- Submit in writing/email a request for recognition of hours volunteered
  - Include a calendar with dates and numbers of hours for each day
  - Include a brief description of tasks completed while volunteering
  - First Tee Lead Coach must sign off on all hours prior to submission (Can be an email)
- Requests need to be submitted via email with an understand of the time to respond to request.
  - It can take up to 10 days for The First Tee of Naples/Collier to complete the letter.
  - Please plan accordingly when submitting request on a tight schedule.
- A PDF of the letter will be emailed to the volunteer.
  - The volunteer is responsible for submitting the letter to their school to receive credit

Any questions about your eligibility, requirements or volunteer process should be directed to:  
Derek Clemmensen, Director of Programs at the First Tee – Naples/Collier.

[Derek@FirstTeeNaplesCollier.org](mailto:Derek@FirstTeeNaplesCollier.org)