Daniel Murphy Scholarship Fund
Job Description – Assistant Counselor for Caddie Program

Organization Overview:
The Daniel Murphy Scholarship Fund (DMSF) is Chicago's largest high school scholarship granting organization. The mission of the Daniel Murphy Scholarship Fund is to unlock educational opportunities for talented Chicago-area students facing financial need. DMSF partners with Scholars, families and schools through high school and beyond by providing scholarships, academic programs and personal support so that each Scholar can reach their potential. DMSF serves over 500 Scholars who attend partner school in Chicago and boarding schools around the country.

Program Description:
Each summer, some of our Scholars participate in our residential Caddie Program. Between June 1st and July 28th, between 20-30 of our male Scholars and 20-30 of our female Scholars will live in a college dorm and caddie at nearby country clubs and golf clubs. Male Scholars reside at Lake Forest College and female Scholars at Elmhurst University. During this eight-week program, Scholar's caddie Tuesdays through Sundays, go home on Sunday evenings, and return to caddie on Tuesday mornings. The Caddie role provides an opportunity to gain job experience, earn money, build networking skills, and qualifies them to apply for the Chick Evans Scholarship - a full tuition and housing college scholarship for high-achieving caddies with limited financial means. Over the course of DMSF history, more than 350 Scholars have been awarded the Chick Evans Scholarship.

Position Description:
The Assistant Counselor has overall responsibility for the Scholars who participate in the summer Caddie Program. The job entails living with the Scholars in the dorm, transporting them to work in the morning (in vehicles provided by DMSF), picking them up at the conclusion of their work day, and supervising them for the balance of the day. The Assistant Counselor will typically have free time between 9am - 2pm, as well as from Sunday evenings until Tuesday mornings, when most Scholars go home. DMSF anticipates hiring educators, teachers, or college/graduate students to serve as Assistant Counselors.

DMSF seeks to hire two Assistant Counselors for the Caddie Program, one for the boy's program and one for the girl's program. A Assistant Counselor oversees Assistant Counselor(s) and is expected to maintain ongoing communication with DMSF staff and the Caddie Managers at each country club or golf club where Scholar's work, including weekly check-ins with managers and updates from Assistant Counselors.

Responsibilities include:

- Living in dorms with Scholars
- Ensuring the Caddies are routinely transported to and from work each day

- Supervising Scholars while at the dorms and coordinating weekly activities, such as guest speakers, social events, and workshops
- Transporting Scholars to and from weekly First Tee programming to learn the game of golf
- Providing Scholars transportation to trains on Sunday afternoon and from trains on Tuesday morning if their clubs are not accessible to the station
- Maintaining records of all caddie loops and monetary gains for each scholar
- Managing all logistics related to food service and vehicle maintenance (e.g. ensuring vehicles have gas)
- Enforcing DMSF policies and procedures
- Communicating with parents as it relates to Scholar transportation logistics, behavior, illness, or free time activities, etc.
- Reporting to DMSF on a regular basis about Scholars and the program

Position Requirements:
- Undergraduate degree required
- Experience working with and supervising young adults
- Excellent supervisory and communication skills
- Valid driver's license and an infraction-free driving record for the past two years
- General understanding of the game of golf and caddying is helpful but not required

Compensation:
- $8,000 over the course of the summer with a bonus potential.

To apply, please email your resume and cover letter to Connor Lund at programs@dmsf.org with the subject line: Assistant Counselor Application.