

Daniel Murphy Scholarship Fund

Job Description – Assistant Counselor for Caddie Program

Organization Overview:

The Daniel Murphy Scholarship Fund (“DMSF”) provides high school scholarships and educational support to economically disadvantaged Chicago students. Each summer, some of our Scholars participate in a caddie program. Between June 2 and July 29 approximately 50 of our male Scholars and 30 of our female Scholars will live in a college dorm and caddie at nearby country clubs. Male scholars reside at Lake Forest College and the female Scholars live at Elmhurst College. DMSF will hire two assistant counselors for the boy’s program and two assistant counselors for the girl’s program.

Position Description:

The assistant counselor reports to the Head Counselor. They are also expected to maintain ongoing communications with the caddie managers at the country clubs where the Scholars work (i.e. weekly check-ins with caddie masters on the scholar’s work performance, number of loops).

The assistant counselor 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 then supervising them for the balance of the day. The assistant counselor may have free time between 9 a.m. and 2 p.m. each day unless otherwise instructed by the head counselor. The assistant counselors will typically also be free from Sunday evenings, when most Scholars go home, until early Tuesday mornings, when counselors will need to ensure all caddies have returned to work.

Responsibilities include:

- Living in the dorms with the Scholars
- Ensuring the caddies are routinely transported to and from work each day
- Supervising the Scholars while at the dorms, including helping to coordinate weekly evening speakers and other social programs
- Reporting to the head counselor
- Helping to manage logistics relating to food service, vehicle maintenance (gas), scholar logistics home on day off.
- Enforcing DMSF policies and procedures
- Communicating any problems or concerns to the Head Counselor.

Position Requirements:

- Experience working with youth
- Excellent supervisory skills
- Valid driver’s license and an infraction-free driving record for the past two years
 - Must be 21 years old in order to drive the vans.
- General understanding of the game of golf and caddying is helpful but not required

Compensation:

- Salary range: \$3,500 - \$5,000 over the summer
- To pursue this opportunity please send your resume and cover letter to Trenton Dunn at trenton@dmsf.org

