

Daniel Murphy Scholarship Fund

Job Description - Head 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.

Position Description:

The Head 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 then supervising them for the balance of the day. The head counselor will typically have free time between 9 a.m. and 2 p.m., as well as from Sunday evenings, when most Scholars go home, until Tuesday mornings. DMSF anticipates hiring educators, teachers, or college/graduate students to serve as assistant counselors.

The Head Counselor reports to DMSF’s Director of Programs and Innovation. He/she is also expected to maintain ongoing communications with the caddie managers at each country club where the scholars work (i.e. weekly check-ins with caddie managers and getting updates from assistant counselor). DMSF will hire two head counselors, one for the boy’s program and one for the girl’s program.

Responsibilities include:

- Living in the dorms with Scholars
- Ensuring the caddies are routinely transported to and from work each day
- Supervising the scholars while at the dorms, including coordinating weekly evening speakers and other social programs/workshops
- Collecting weekly rent and maintaining accounting records of expenses
- Maintain record of tips and loops per caddie - this is important
- Managing all logistics relating to food service and vehicle maintenance (gas)
- Enforcing DMSF policies and procedures
- Communicate with parents as it relates to scholar/caddie transportation-logistics, behavior, free time activities etc.
- Reporting to DMSF on a regular basis about the scholars and the program
- Providing scholars with transportation to the train on Sunday afternoons if a club is not convenient to a Metra station

Position Requirements:

- College graduate
- 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:

- \$6,000 - \$8,000 over the summer
- To pursue this opportunity please send your resume and cover letter to Trenton Dunn at trenton@dmsf.org