

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

Organization Overview:

The Daniel Murphy Scholarship Fund (DMSF) is Chicago's largest high school scholarship-granting organization serving high potential students who demonstrate financial need. DMSF provides scholarship assistance and programmatic support to Scholars to attend and excel at top tier high schools in the Chicago area and at boarding schools around the country.

Program Description:

Each summer, some of our Scholars participate in the DMSF Residential Caddie Program. Between June 3 and July 30, approximately 25 of our male Scholars and 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 live at Elmhurst University. During this eight week program, Scholars will caddie Tuesdays through Sundays, will go home on Sunday evenings, and return to caddie on Tuesday mornings. The Caddie role provides an opportunity to gain job experience, earn money, improve communication skills, and qualify to apply for the 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 390 Scholars have been awarded the Evans Scholarship.

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 supervising them for the balance of the day. The Head Counselor will typically have free time between 10am - 12pm from Tuesday through Sunday. Most students will have a day off on Sunday evenings until Tuesday mornings, when they return to the camp. DMSF anticipates hiring educators, teachers, or graduate students to serve as Head Counselors.

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

Responsibilities include:

- Living in dorms with Scholars
- Ensuring the Caddies are routinely and safely 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 accounting records of expenses, petty cash and receipts
 - Maintaining records of loops per Caddie
 - 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 including room and board

To apply, please email your resume and a video cover letter no longer than two-minutes to Alexia Bacon at alexia@dmsf.org with the subject line: Head Counselor Application.