

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 organization serving high potential students from under-resourced communities. 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 4 and July 31, approximately 20 of our male Scholars and 20 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 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, improve communication skills, and potentially 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 300 Scholars have been awarded the Chick 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 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 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 Programs. A Head Counselor oversees Assistant 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 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
- Collecting weekly rent and maintaining accounting records of expenses
- Maintaining records of tips and 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:

- \$6,000 - \$8,000 over the course of the summer

To apply, please email your resume and cover letter to Samantha Estacion at samantha@dmsf.org with the subject line: Head Counselor Application.