

Be an Operations Assistant

2025/2026

Connect with & support coaches, families, & participants
Be part of a supportive community
Develop interpersonal and organization skills

Requirements & More

Assist with our admin table procedures and manage our check in and check out process.
Support coaches on administrative duties.
Connect with and support families on class matters and program offerings.

Training provided. Excellent verbal skills preferred. Background check required.
Second language fluency a plus (Spanish, Vietnamese)

Part-time & Seasonal — 5.25-7 Hours/Week — **Days/Times** — Saturdays see below
Rate - Starts at \$20/hour

Locations & 2.5-hour Classes

Seasons — Spring (Mar-May), Summer (Jun-Aug), Fall (Sep-Nov) and Winter (Dec-Feb)

Days/Times — Saturdays (in-season) 9:30am-2:45pm

Location - Rancho del Pueblo GC — San José — 1649 Hermocilla Way, 95116

Get Started Today!

Visit firstteesiliconvalley.org – About Us!

Contact George Maxe — 408-288-2937 or george@ftsv.org