



## **Job Announcement Program Coordinator**

### **Chapter Overview**

First Tee of the Triangle is one Chapter of a national non-profit youth initiative called First Tee. First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills & Golf Experience is the unique component that sets First Tee apart from many other successful junior golf programs.

### **Mission Statement**

Our mission is to impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

### **Reports to**

The Program Coordinator reports to the Director of Programs and the Director of Education & Outreach.

### **Employment Status**

Full Time, Non-Exempt

### **Job Summary**

The Program Coordinator provides assistance to the Program Directors in all aspects of program management and implementation. This includes but is not limited to delivery of golf course-based programs, school-based programs, as well as community outreach events. The Program Coordinator will also assist with program administration and other duties as assigned. The applicant will be expected to exhibit excellent customer service skills, be able to effectively manage deadlines, maintain a professional appearance, and have a great attention to detail. Typical in-season hours for this position will be 11am – 730pm Monday-Thursday and during the day on Saturdays.

## **Roles and Responsibilities**

### Coaching/Program Delivery:

- Become proficient in all levels of program delivery through utilizing The First Tee training resources including The First Tee Coach Program
- Regularly lead and/or assist in the delivery of The First Tee Life Skills Experience including evening and weekend programs and our summer STEMLinks programs.
- Deliver *Drive4Success* school programs and outreach programs in partnership with other youth serving agencies
- Assist in identification and ensure implementation of chapter and network goals
- Satisfy equipment and material needs for all programs
- Effectively communicate program details to parents, participants, and coaches on regular and timely basis
- Provide a safe and fun experience for all participants
- Communicate network benefits and national opportunities to participants and ensure timely submission of applications

### Program Locations:

- Assist the Program Directors in assessing, operating, and maintaining high quality programs and operations at each golf course and partner site
- Create and maintain relationships with program location partners
- Effectively utilize access to golf course and practice areas

### Volunteers:

- Assist the Program Directors with volunteer management to ensure sufficient adult mentors and quality programming; including recruitment, training, recognition, and retention plans
- Be diligent in ensuring that volunteers feel respected, appreciated and informed

### Community/ Network Outreach:

- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts as needed
- Attend The First Tee regional and national meetings as needed

## **Preferred Qualifications**

- Minimum of a Bachelor's Degree in the area of sports administration, business management, education, recreation or related field
- At least 1-3 years of experience delivering youth development and/or youth sports programs
- Able to work evenings and weekends
- Charismatic, personable, and motivational in working with youth and volunteers from all backgrounds
- Experience in identifying and managing program staff and volunteers
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings
- LPGA/PGA Experience desired but not necessary

**Please submit your cover letter, resume, and three references to [b.baker@thefirstteetriangle.org](mailto:b.baker@thefirstteetriangle.org).**

**Salary Range:** \$12 - \$14/hour (\$24,000 - \$29,000 annually)

**Closing date:** January 24, 2020

**Anticipated Start Date:** March 2, 2020