



Job Announcement: Director of Programs

Reports To: VP, Programs

Position Type: Full-Time, Exempt

Salary Range: \$45,000 – \$60,000

About Us:

First Tee – Triangle has been creating experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Triangle creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, schools, and community centers throughout our service area.

Position Summary:

The Director of Programs will be primarily responsible for Golf Course-Based Programs within the Chapter's service area. The primary purpose of these programs is to introduce First Tee to the Triangle community in a way that will inspire youth's interest and lead to continued participation. Inspired by a genuine passion for empowering and helping young people succeed in life, this person will be a highly visible member in the community, diligently to promote and expand the efforts of the organization.

Key Criteria for success in the role:

- Partnering effectively with staff to build on the success of the program to continually improve outcomes for youth;
- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics;
- Expand and scale First Tee – Triangle's programming to include youth from low-to-moderate income households, children of color, female participants, and teens;
- Foster a collaborative, safe and supportive environment for all stakeholders, including but not limited to, youth, volunteers, staff, families, and facilities.

Director Responsibilities:

- Develop and maintain partnerships with golf facilities that align with First Tee – Triangle's mission and vision
- Conduct year-end reviews and create goals for applicable employees on an annual basis
- Collaborate with VP, Programs in developing and adhering to the program and operating budget and strategic goals
- Promote annual growth and retention through quality programming, expanding access in low-to-moderate income neighborhoods as outlined in the strategic plan
- Serve as a brand ambassador by representing First Tee – Triangle responsibly in the community

- Support First Tee – Triangle’s leadership team in fundraising, networking, and education opportunities to help achieve annual fundraising goals
- Collaborate with marketing team to create community involvement awareness on social media platforms, Chapter websites, and newsletters
- Report program metrics to the VP, Programs, as well as track data in Chapter’s Salesforce reporting system
- Assist VP, Programs in the implementation of local training opportunities
- Work with staff and volunteers to recruit and train program staff to assist with and lead classes
 - Ensure sufficient adult mentors are available for programming
 - Manage scheduling for volunteers as well as part-time individuals
 - Develop a Volunteer recruitment and retention strategy that will elevate the volunteer experience for adults
- Support transportation needs as they arise, including but not limited to, driving participants in the First Tee – Triangle 14-passenger van
- Other duties as assigned

Requirements:

- Ability to successfully complete a background check and all child safety requirements
- Deep Commitment to the mission of First Tee – Triangle which includes but is not limited to:
 - Passion for youth development
 - Desire to serve all kids with special emphasis on underserved and underrepresented groups with respect to ethnicity, gender, socio-economic status or persons with disabilities
 - Demonstrates a willingness to embrace the game of golf and the unique opportunities it can provide young people
- Proficient working with computers, Microsoft office suite, and Google suite
- Working knowledge of new and existing social media platforms
- Ability to travel to meet with partner organizations, Chapter and Network events as required
- Excellent time management skills including the ability to work nights and/or weekends as needed
- Charismatic, personable, and motivational in working with stakeholders
- Exceptional communication, interpersonal relations and organizational skills

Preferences:

- Successful completion of all background check and child safety training requirements
- Associates or higher degree in education, sports administration, parks and recreation or related field
- 1-3 years of experience leading groups of children in educational, recreational, and/or childcare settings
- 1-3 years of leadership experience
- Experience working or volunteering with First Tee and/or completion of any level of First Tee Coach Training
- Experience working with Canva, Salesforce, Google Suites, and other digital platforms considered a plus

Benefits:

- Generous PTO Policy
- 10 Specified Federal Holidays and One Personal Holiday
- Retirement with Company Matching
- Medical, Dental, and Vision Insurance
- Equipment and apparel discounts with corporate partners
- Uniform allowance
- Phone-Use Reimbursement
- Mileage Reimbursement

To Apply:

Please submit a cover letter detailing your experiences related to the responsibilities and qualifications, along with your resume to Jordan@FirstTeeTriangle.org. The closing date for this position will be December 15th, 2023. First Tee – Triangle has the right to accelerate or extend the closing date of this position at any time.

Equal Employment Opportunity Statement:

First Tee – Triangle is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.