



Outreach & Volunteer Coordinator

Job Summary

The Outreach and Volunteer Coordinator of The First Tee of Northern Nevada will assist the Program Director in partnering with youth organizations as well as volunteer recruitment and retention. They will oversee the National School Program and serve as an assist to all NSP schools. This position includes serving as a lead coach during programming hours. The Outreach and Volunteer Coordinator will be responsible for the overall outreach and volunteer management.

Reporting Structure

The Outreach and Volunteer Coordinator will report directly to the Program Director.

Specific Duties

Coaching

- Serve as a full-time lead coach
- Coach classes Sunday-Thursday and substitute as needed

Administrative

- Send emails to volunteers and youth organizations
- Schedule a monthly outreach calendar

Volunteers

- Maintain primary responsibility for volunteer management, recruitment and retention
 - Recruit and place volunteers to achieve goals of adult to child ratios for all classes
 - Communicate volunteer needs for programming, special events, and administrative needs
 - Interview volunteers and keep volunteer application records
 - Organize and coordinate volunteer appreciation functions and other forms of recognition
 - Find places or organizations where The First Tee can present about our volunteer program
 - Make presentations on behalf of The First Tee of Northern Nevada

Public Relations/Communication/Events

- Develop promotional and collateral material
- Staff support for committees in conjunction with events
- Representative at outreach events

National School Program

- Check-in with NSP schools
- Coordinate programming with the schools contact
- Serve as an assist at schools that deliver the NSP curriculum

Miscellaneous

- Coordinate and train youth to attend fundraising events
- Maintain records and photos of programming and fundraising activities
- In charge of keeping the storage and equipment room organized

Compensation & Benefits

- \$30,000+ DOE Salary, with benefits after 90 days

How to Apply

- Email resume to christineu@thefirstteenorthernnevada.org