



Employment Details

Position: **Coordinator of Outreach & Development**

Post Date: 2/9/2017

Chapter Name: The First Tee of Northwest Florida

Salary/Wage: Hourly

Location: Pensacola, Florida

Position Type: Part-Time

Job Category: Program Development

Preferred Education Level: Bachelor's Degree

Job Description & Responsibilities

National Schools Program (NSP) and DRIVE Outreach

- Primary Goal: To reach 100% of all public elementary Schools in the TFTNWFL Chapter five-county area by the end of 2017.
- Successfully complete all funding Grant Opportunities (including the Southern Company) and Create an action plan to increase the number of schools that participate in the program, recruit new NSP schools,
- Organize data for NSP in accordance with ZONE and chapter compliances
- Market the NSP in the 5 counties covered by TFTNWFL, Implementing at least one NSP training across the 5 county region per year
- Maintain accurate records on NSP schools, participants, equipment, and trained instructors
- Track program activity, teacher turn-over and ensure on-line training for new teachers in NSP schools
- Work with The First Tee Home Office Staff to ensure bilateral coordination
- Track NSP participant transition to green grass facilities
- Make school and district visits as necessary, meeting one on one with teachers, principals and administrators
- Assist schools with resources for NSP delivery when requested
- Coordinate clinic/fieldtrips for NSP teachers and principals, PTA, and other teachers to Chapter locations, school campuses and the Chapter Facility
- Introduce Chapter programs to give teachers and students concept of chapter structure – TARGET, PLAYer, Par, Birdie, Eagle and ACE levels to familiarize schools with next step opportunities for students
- Recruit coaches and volunteers from teacher ranks to assist with traditional programming
- Develop and implement NSP student events at chapter sites/ provide opportunities for schools to participate in across our chapter region Forge relationships with youth development agencies and schools

- Pursue DRIVE afterschool experience at NSP schools and potential Chapter Affiliates and create an action plan to reach 3-5 organizations through DRIVE by 2017
- Coordinate NSP/Outreach information for accuracy of Chapter database

Community and Network Outreach

- As the primary representative for Outreach, promote The First Tee's mission, goals, purpose and programming throughout the Service Area to help recruit participants, sponsors, boosters and volunteers
- Create and maintain positive relations and with local granting agencies, non-profit organizations, public and private schools in the community
- Organize and host information booths at student, community and non-profit events to promote Chapter programming opportunities and events
- Support delivery of presentations to area service groups about the value of The First Tee
- Assist with authoring the tri-annual Chapter Newsletter

Development, Grant Writing and Fundraising Support

- Write grants for local, state, and national foundations
- Author development proposals for potential Chapter sponsors and partners
- Solicit sponsorships and donations from individuals, corporations, and foundations
- Communicate with donors to thank and reinforce the importance of his or her contribution
- Establish and/or collaborate with local golf events to generate revenue for the Chapter
- Establish new events and focus on other ways to generate revenue
- Develop fundraising brochures and information
- Track and analyze programs and progress and maintain Chapter donor database
- Solicit and track in-kind support from Chapter Partners
- Support the Board and volunteers in fundraising activities
- Communicate with and submit documentation as required by The First Tee Home Office
- Provide assistance to the Chapter with strategic marketing/planning committees
- Network with other Chapter colleagues and exchange best practice ideas

Education & Experience

Bachelor's Degree from an accredited college or university in Business, Sport, Education, Recreation or related field or equivalent work experience; Minimum 2 years' experience in The First Tee, School Programs or in Non-Profit Development with Grant Writing Experience; knowledge of the game of golf is preferred.

Qualifications

Physical Requirements: While performing the duties of this job, the Outreach Coordinator must be able to: have visual and hearing acuity: have mobility, speaking, writing, analytical reasoning skills and manual dexterity, the ability to lift up to (50) pounds, high energy to perform and complete tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment: May spend time indoors, in a controlled environment, and outdoors in an uncontrolled environment with moderate to high noise levels. The work schedule is flexible, but non-traditional and may occasionally require weekends and holidays. The individual must be able to travel within the chapter service area as required.

Core Competences: Characteristics and Skills Required:

Written and Verbal Communication Skills, Ability to write grants and presentations, Diversity Management, Organizational Skills, Fiscal Management, Development of Learning Environments for Youth, Program Quality Assurance/ Monitoring, Curriculum Design/Lesson Plan Development, Management Skills, Teaching/Training

General

All candidates are subject to a background check, drug screening, and pre-employment physical.

Contact Information

Chapter Name: The First Tee of Northwest Florida

Job Code: 7010

Contact: Laura McCullers

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To apply for this position, please email your resume & cover letter to the address above.