The First Tee of the Golden Isles is one of over 170 chapters worldwide that are part of a global non-profit youth initiative. The First Tee was created in 1997 by the World Golf Foundation using golf and character education to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity and sportsmanship. The First Tee Golf & Life Skills Experience is the unique component that sets The First Tee apart from many other successful youth development programs.

**Position:** Program Director

**Employment Status:** Full-time, exempt

**Salary Range:** $35,000 – 40,000 (commensurate with qualifications/years of experience)

**Position Available:** April 2017

**Requirements:**
- Knowledge of and interest in The First Tee programs.
- Charismatic, personable, and motivated to work with youth and volunteers.
- Demonstrate strong written, verbal, and interpersonal skills.
- Proficient with computers and a variety of software programs.

**Preferred Qualifications:**
- College Degree specializing in sport management, PGM, education, recreation or related field.
- Active in PGA or LPGA.
- Experience with the game of golf.
- Experience with youth sport instruction.
- Active in The First Tee Coach or Program Director training track.

**Traits:**
- Multi-tasking.
- Strong organizational skills.
- Attention to detail.
- Self-motivated, energetic, and a positive attitude.
- Strives for continuous improvement.

**Benefits:**
- Salary (paid monthly)
- Medical Insurance Stipend
- Cell Phone Stipend
- Mileage Reimbursement (IRS based)
- CEU’s through The First Tee

**Descriptions/Responsibilities**
- See attached

**Email Resumes to:** Derek Norberg, Executive Director: derek@tftgi.com

The Program Director provides leadership and management of program and curriculum development, planning, promoting and scheduling of programs within the guidelines of The First Tee. The Program Director is responsible for the supervision of daily program operations, course access, fiscal program management, policy implementation and the safety of all programs.

**Reports to:** Executive Director

**Supervises:** All who are involved with the delivery of programs, including coaches, volunteers, and interns.
Roles and Responsibilities

Coaching:
- Complete and remain active in The First Tee Coach Program.
- Develop lesson plans for all levels and deliver The First Tee Golf & Life Skills Experience.
- Implement The First Tee National School Program and DRIVE Programs to local elementary schools and other youth serving organizations.
- Ensure the delivery of The First Tee Certification Process.
- Provide a safe environment (certified in CPR and sports first aid, if possible).
- Make the game and experience fun for participants.

Scheduling:
- Coordinate registration, schedules, transportation, and lesson plans for clinics, trainings and other events with golf courses and coaches.
- Coordinate registration, schedules, transportation, and lesson plans for clinics, trainings, and other events with other youth serving organizations, local schools and their staff.
- Coordinate strategic schedules that compliment growth, diversity, retention, and progression.
- Create and implement off-season and supplemental programs, like PGA Junior League and LPGA-USGA Girls Golf.
- Identify community-based events and promote youth opportunities through The First Tee of the Golden Isles.

Management/Administration:
- Track participants’ information and progress through The First Tee online participant database and salesforce; maintain accurate records and update at a minimum, monthly.
- Develop retention and progression plans to move participants through the certification levels.
- Develop, implement, and update program policies and procedures including risk management and child safety procedures with approval from the Executive Director.
- Assist in developing and adhering to the Program & Operating Budget.
- Satisfy equipment needs and assist in the development/selection of training aides and materials.
- Report program metrics, operations data, and pertinent program data to the Executive Director.
- Provide recognition and awards for participants.
- Encourage and register participants to participate in network benefits and opportunities

Communications
- Communicate with parents/participants/volunteers/coaches through website, email, mail, and social media.
- Maintain and update information on The First Tee of the Golden Isles website and additional coach portals.
- Create promotional brochures and handouts as take-homes for parents during programs, to local schools, and other youth serving organizations.
- Communicate with and submit documentation as required to The First Tee Home Office.
- Network with other Chapter colleagues and exchange best practice ideas.

Volunteers & Coaches:
- Develop a volunteer management system to ensure sufficient adult mentors and quality of programming; including recruitment, training, recognition and retention plans.
- Develop and implement written roles and responsibilities for volunteer and coach positions.
- Involve volunteers and golf professionals in the delivery of programs.
- Identify, recruit, and train individuals to be Lead Coaches.
- Evaluate and provide feedback to coaches and volunteers on their performance.

Parents:
- Lead parent orientation programs.
- Communicate with parents/participants through website, email, and mail.
- Provide opportunities to engage parent’s in their child’s learning.
- Provide opportunities for participant family members to learn the game of golf.

Locations:
- Identify strategic golf facility sites within Chapter service area.
- Create and maintain relationships with programming partners.
- Effectively utilize the space and capacity allowed at each facility.