

**Employment Details**

**Position:** Program Director **Post Date:** September 9, 2016

**Chapter Name:** The First Tee of Idaho

**Salary/Wage:** $30,000 - $35,000 based on experience. **Location:** Boise/Eagle ID

**Position Type:** Full Time, Exempt **Preferred Education Level**: BA/BS

**Career Level:** Experienced Preferred Certification Level: Level 1

**Job Description**

The mission of The First Tee is to impact local youth by providing educational programs that build character, instill life-enhancing values and promote healthy habits through the game of golf.

The Program Director provides leadership to program and curriculum development. The focus is on the daily operations; implementing programs in a safe learning environment complete with trained coaches, volunteers, and a knowledgeable course staff. The Program Director will assist the Executive Director with long and short term plans; implementing processes, policies, and procedures geared towards the Organizations’ strategic direction. This position may require 40 or more hours a week and does require strong communication skills, computer skills, written skills, strategic thinking, and time management skills.

**Reports to**: The Program Director (PD) reports to the Executive Director (ED).

**Supervises:** The Program Director supervises all coaches, program volunteers, and site coordinators.

**RESPONSIBILITIES**

**Program Management:**

Become proficient in the delivery of all program level of The First Tee – DRIVE, National School Program, TARGET, PLAYer, Par, Birdie and Eagle levels through The First Tee Coach Program.

Coach The First Tee Life Skills Experience as needed and administer The First Tee Certifications

Acquire Program Director Status: The First Tee PD 101, 201 and 301

Improve and build upon programs that focus on progression and retention while following The First Tee delivery guidelines and strategic direction of the Organization

Coordinate registration, schedules, transportation and lesson plans for programs, clinics, and trainings with fun, safe, and education environment in mind

Organize and implement supplemental and continuous learning programs: i.e. Youth clinics and after school programs on campus, leagues, family events, or additional opportunities.

Satisfy equipment needs for the programs while maintaining its quality and staying within budget

Assist in the development/selection of training aids and materials

**Program Administration:**

Track participants’ information and progress through The First Tee online participant database; maintain accurate records and submit bi-weekly reports to the ED.

Adhere to retention and progression plans to move participants through the certification levels based upon The First Tee Guidelines

Implement, evaluate, and assist in the improvement of program policies and procedures

Assist in developing and adhering to the programming budget

Report program metrics and pertinent data to the ED, the Board, and Program Committee

Reward and encourage participants to progress through golf and life skills programming and participate in The First Tee Network benefits, local, regional and national opportunities

**Volunteer Management:**

Utilize a volunteer management system to ensure sufficient adult mentors and quality programming; including recruitment, training, background checks, recognition, and retention plans.

Adhere to written roles and responsibilities for volunteer positions  Involve volunteers and golf professionals in the delivery of programs

Recruit and train program staff to assist with and lead classes

**Parents:**

Lead parent orientation programs

Communicate with parents/participants through web site, 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.

**National School Program, DRIVE & Outreach:**

Monitor, track, and support implementation within the school systems and other youth serving organization partners, in particular The Boys & Girls Clubs and the YMCA’s.

Work with surrounding counties to grow NSP presence within their school system and other youth serving organizations

Improve upon transition opportunities for outreach programs including NSP and other youth serving organizations

**Golf Facilities and Locations**

Assist in identifying and recruiting strategic program locations within Idaho

Maintain relationships with golf facility programming location partners

Assess, operate and maintain high quality programs and operations at each site

Effectively utilize access to golf course and practice areas Events & Fundraising:

Assist in events and fundraising as needed and directed by the Executive Director

**Contact Information Chapter Name:** The First Tee of Idaho

**Qualifications:**

Bachelor’s Degree in the area of sport management, professional golf management, education, recreation or related field preferred

PGA or LPGA teaching professional preferred

Demonstrate exceptional communication, fiscal management, computer and managerial skills

Experience in identifying and managing program staff and volunteers

Charismatic, personable, and motivational in working with youth and volunteers

Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings at various times throughout the year

Ability to be outside in all weather conditions and transport/lift/roll equipment that may be upwards of 75lbs.

**Benefits**:

Partial Mileage Reimbursement

Partial Cell Phone Reimbursement

Annual Performance Bonus Opportunity

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