Job Description

Assistant Director at The First Tee of Tulsa

Chapter Overview

The First Tee of Tulsa is one chapter of an international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from many other successful junior golf programs and youth development programs through sport.

Mission Statement

To impact the lives of young people by providing educational programs and opportunities that build character, instill life-enhancing values and promote healthy choices through the game of golf.

Reports to

The Assistant Director reports to the Executive Director.

Supervises

The Assistant Director supervises coaches, employees and volunteers

Employment Status

Full time, Exempt

Job Description: The Assistant Director assists in the execution of The First Tee of Tulsa curriculum established by the First Tee Executive Director. The Assistant Director works as a team to implement, evaluate, promote, and maintain high quality programs, services and activities, which fulfill the requirements of The First Tee National office and the mission and goals of The First Tee of Tulsa.

Job Summary: The First Tee of Tulsa Assistant Director will assist in the leadership of The First Tee of Tulsa programs and events. This position involves quality delivery of golf and life skills instruction, supervision of daily golf operations, transportation of youth to The First Tee events, assistance with a variety of tasks including management and training of staff, promoting and monitoring social media outlets for program news and events, and providing administrative support to the Program Manager and Executive Director.

Duties and Responsibilities

Instruction and Training:

- Must become proficient in the delivery of TARGET, PLAYer, Par, Birdie, Eagle and Ace lesson modules.
- Must complete The First Tee coach training and requirements through the National The First Tee training sessions.
- Fulfill dual roles of teaching and leading The First Tee Life Skills Experience and golf instruction at The First Tee Learning Center, in the schools, at affiliate and outreach locations.
- Train National School Program Physical Educators teachers.
- Administer The First Tee certification testing process.
- Develop and implement new procedures and programs to improve student retention including recognition and longevity awards.
- Encourage and assist qualified youth to participate in golf tournaments, home office opportunities and local chapter events.
- Assist in leadership of pre-lesson and post- lesson coaching sessions for coaches and volunteers.
- Make the game and experience fun for participants.
- Provide a safe environment.

Program Scheduling:

- Team with other staff to coordinate and deliver parent orientations, open house events, and participant registration.
- Provide transportation for students to attend programming and other The First Tee events in The First Tee van.
- Assist in expansion of the number of youth service partners and organizations involved in The First Tee. Maintain relationships with school districts, and youth service partners and develop new relationships in the region.

Management/Administration:

- Adhere to the program & operating budget.
- Update The First Tee web site weekly
- Maintain The First Tee Facebook page.
- Register participant data into data base.
- Report program metrics, operations data, and pertinent program data to the Executive Director.

Community/ Network Outreach

- Communicate with parents/participants through social media outlets and email.

Program Affiliates:

- Maintain quality relationships with all program locations and affiliate partners.
- Assess, operate and maintain high quality programs and operations at each site.
- Effectively utilize access to golf course and practice areas.

Equipment Management:

- Be responsible for organization of equipment donations/provide club fitting services to participants and maintain accurate data for club fitting.
- Maintain proper care for the golf carts including batteries.

Preferred Qualifications

- Current driver license-required
- Bachelor Degree
- Alumni of The First Tee
- Knowledge of and commitment to the goals and philosophy of The First Tee
- Knowledge of the game of golf including instruction and rules of golf
- Effective written and oral communication skills
- Working knowledge of computer skills and social media
- Able to work flexible schedule including Saturdays
- Energetic and a team player
- Charismatic, personable, and motivational in working with youth, parents, staff and volunteers

Compensation Package:

- Competitive entry level pay; based upon experience
- Health Insurance
- Paid vacation time

General:

All candidates are required a background check and drug screening.
Must be able to travel to The First Tee National trainings and continuing education opportunities.

Send Resume to:
Janice Gibson, Executive Director - jgibson@thefirstteetulsa.org