



## PROGRAM COORDINATOR

**Chapter Name:** The First Tee of Greater Miami Valley

**Salary/Wage:** \$30-35,000  
based on experience and education

**Location:** Butler, Montgomery & Warren  
Counties, Ohio

**Position Type:** Full Time

**Job Category:** Programming/Leadership

**Preferred Education Level:** BA/BS

**Career Level:**

**Preferred Certification Level:**

### Job Description

The Program Coordinator supports the programming team by providing communication, tracking, scheduling, and promotional assistance for all program locations in accordance with The First Tee Life Skills Experience. The Program Coordinator is also responsible for the management of online registrations, participant and volunteer databases, and resource development for TFTGMV Head Coaches, as well as policy implementation and safety of all programs operated by The First Tee Chapter.

**REPORTS TO:** Interim Executive Director

### Responsibilities

- Administration of program location operations, including participant database management, reporting program metrics, entering registration payments, attending program location meetings, and volunteer tracking and database management. Coordinates registration, scheduling, trainings, and equipment needs at all program locations and with outreach program partners.
- Become proficient in the delivery of all The First Tee Life Skills Experience levels through The First Tee Coach program. Have a working knowledge of participant certification requirements and ability to communicate expectations for each level clearly with both coaches and parents. Support Head Coaches as needed in both programming sessions and through the certification process.
- Support existing and expanding partnerships with the YMCA, Boys & Girls Clubs, and other area youth development organizations.
- Represent the chapter to the community. Participate in outreach events such as health fairs, volunteer fairs, and various community efforts.
- Assist with fundraising, fundraising events, and public relations.
- Support chapter communication strategies including social media, newsletters, photo database management and individual communication with parents and constituents.

**Position Characteristics:**

This position requires a candidate that is a quick learning, self-motivated, problem-solver who can think on their feet and has a high moral character in line with The First Tee Nine Core Values.

In addition to having exceptional interpersonal skills, this position will also require sufficient administration skill. Strong written and verbal communication skills are essential. Familiarity with Microsoft Office, web applications and database management is a must.

Our chapter operates remotely in Butler, Montgomery and Warren counties without a central office. This means the position will require independent thinking, initiative and integrity, which will then require independent decision making.

This position will require extensive travel throughout the service area within the three counties. Candidates must be willing and able to travel in their own vehicle to all program locations.

**Qualifications:**

- Bachelor’s Degree in a relevant field
- Demonstrate exceptional communication, fiscal management, and problem solving skills
- Experience in identifying and managing program staff and volunteers
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings
- Valid Driver’s License
- Reliable, trustworthy, and dependable

**Benefits**

- Vacation and Sick Leave
- Monthly Mileage and Phone Reimbursement

**Link to application**

Please send cover letter, resume and list of three references via email to:

Annie Nelson, Interim Executive Director  
anelson@thefirstteegmv.org

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**Contact Information**

Chapter Name: The First Tee of Greater Miami Valley  
Contact: Annie Nelson  
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Chapter Website: [www.thefirstteegmv.org](http://www.thefirstteegmv.org)

Job Code: