



## **Job Description**

### **SITE COORDINATOR The First Tee of Phoenix**

#### **Chapter Overview**

The First Tee of Phoenix is one Chapter of a national/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 & Golf Experience is the unique component that sets The First Tee apart from many other successful junior golf programs.

The First Tee of Phoenix was created in 2003 through a collaborative effort between The Thunderbirds and The First Tee. Currently The First Tee of Phoenix is impacting over 100,000 youth each year through regular programming at 14 area locations, The First Tee National School Program where training, curriculum development and equipment is supplied to over 170 schools in 6 Districts, and special Outreach Programming with allied organizations like the Boys & Girls Clubs, YMCA, Boy Scouts, Girls Scouts, the LPGA Girls Golf Program, faith-based groups, special needs groups and many others.

The program has an annual membership fee and the year is divided into Sessions of programming; there is no additional fee per Session. Each Session requires registration and also offers an orientation for new members. Scholarships are available to participants and are awarded on a case-by-case method by the Executive Director based on individual need.

#### **Mission Statement**

To impact the lives of young people in the Greater Maricopa County Metropolitan Area by providing learning facilities and educational programs that promote character development and life-enhancing values through the game of golf.

#### **Reports to**

The Site Coordinator reports to the Executive Director and Director of Programming.

#### **Supervises**

The Site Coordinator supervises all aspects of Programming at the golf course including Lesson Plan Development and Delivery, with approval of The Executive Director, The Director of Programming, Coaches, Volunteers and Outreach Programming at The First Tee of Phoenix at Augusta Ranch Golf Club in Mesa, Arizona.

#### **Employment Status**

Full time, Non-Exempt

#### **Job Summary**

The Site Coordinator provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills and Golf Experience. The Site Coordinator is also responsible for implementing a Site Action Plan, to be approved by The Executive Director and Director of Programming, which focuses on the Recruiting and Retention of Members and Volunteers as well as coordinating at least one (1) Fundraising event each year. These efforts will be supported by The First Tee of Phoenix Executive Staff.

## **Duties and Responsibilities**

### Instruction and Training:

- Will work with the Director of Programming on developing approved programs
- Must become proficient in the TARGET program and the delivery of Par, Birdie and Eagle modules
- Develop programs with oversight of the Director of Programming and implement The First Tee curriculum as outlined in The First Tee guidelines
- Coordinate registration, schedules, transportation and lesson plans for clinics, workshops, and programs with other youth services organizations and schools
- Satisfy equipment needs for the programs
- Conduct "On-Course" orientations for participants
- Track participants' information and progress
- Teach The First Tee Life Skills and Golf Experience and administer testing and certification
- Participate in regular parent meetings and clinics
- Create and implement off-season programs
- Develop a retention plan to move participants through the certification levels
- Make the game fun for juniors
- Make available additional private lessons
- Provide a safe environment
- Maintain the quality of equipment and all instructional areas
- Provide club fitting and repair services when needed
- Involve volunteers and golf professionals in The First Tee Coach Program
- Assist in the development/selection of training aids and materials
- Recruit and train Golf Professionals to help with instruction
- Develop a volunteer support system to ensure recognition and longevity
- Maintain, post and submit accurate records for participants to The First Tee Home Office

### Development and Community Outreach:

- Assist in developing and adhering to the operating budget
- Report program operations and information to the Director of Programming and Executive Director
- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Encourage upper level youth to participate in tournament opportunities
- Participate in golf shows and tournaments
- Provide recognition and awards for local junior golfers
- Assist in the creation of promotional brochures to increase awareness of the facility
- Communicate with and submit documentation as required to The First Tee Home Office
- Network with other Chapter colleagues and exchange best practice ideas
- Conduct & coordinate one fundraising golf tournament with the host facility.

### **Preferred Qualifications**

- Bachelor's Degree in the areas of sports administration, education, recreation or related field
- Demonstrate exceptional communication, fiscal management and managerial skills
- Adhere to the standards of conduct and involvement established by the PGA/LPGA
- Experience in identifying and managing an instructional staff and volunteers Charismatic, personable, and motivational in working with youth
- Able to travel to attend Academies, Regional and Annual Meetings and training sessions

### **Send Resume & Cover Letter**

**Kevin Terry, Executive Director**

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