



**Job Description  
Program Director**

**Chapter Overview**

In February 2005, The First Tee of Louisville became the 200th facility of The First Tee. Our function is to provide Golf and Life Skills to the participants in our programs, with the goal of helping them become contributing members of their communities. Our goal is to inspire as many young people as possible to live The First Tee Nine Core Values: Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy and Judgment.

**Mission Statement**

To enrich the lives of young people in the Louisville Metropolitan area by providing educational programs and affordable facilities that build character, install positive life skills and promote healthy choice through the game of golf.

**Reports to**

The Program Director reports to the Executive Director.

**Supervises**

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

**Employment Status**

Full – Time

**Job Summary**

The Program Director provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills Experience. The Program Director also is responsible for the supervision of daily program operations, course access, facility and fiscal management, policy implementation and safety of all programs operated by The First Tee of Louisville.

## **Roles and Responsibilities**

### Coaching:

- Develop programs and implement The First Tee Life Skills as outlined in The First Tee guidelines
- Manage all program coordinators, site coaches and other part-time staff assigned to programming

### Program Scheduling:

- Coordinate registration, schedules, transportation and lesson plans for clinics and programming
- Implement off-season and supplemental programs
- Create opportunities for participants to play golf outside of regular schedule programming.
- Satisfy equipment needs for the programs, maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials

### Management/ Administration:

- Manage participants' information and progress through The First Tee online participant database and submit reports quarterly
- Coordinate and communicate with all locations that offer The First Tee National School Program and The First Tee DRIVE Program
- Develop retention and progression plan to move participants through the certification levels
- Develop, implement and update program policies and procedures
- Assist in developing and adhering to the Program & Operating budget
- Submit written reports on program metrics, operations data and pertinent program data to the Executive Director and Board of Directors
- Attend meetings and advise Program Committee
- Provide recognition and awards for participants
- Encourage participants to participate in network benefits and opportunities
- Report hours and work performed

### Volunteers:

- Manage and recruit (program) volunteers, mentors and program interns who will facilitate the delivery of Life Skill Experience certification classes
- Develop 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
- Serve as lead trainer for volunteers/mentors and coaches
- Record attendance, report attendance to Executive Director at the end of each session.

Parents:

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

Community/ Network Outreach:

- Network with other chapter colleagues and exchange best practice ideas
- Develop partnerships with the Y, Boys & Girls Clubs, and other youth development organizations
- Jefferson County Public School Outreach Program

Public Relations:

- Identify and recruit strategic program locations within chapter service area
- Create and maintain relationships with program locations
- Assess, operate and maintain high quality programs at each program location
- Provide bi-weekly programing "news" to Marketing Manger to be broadcast throughout The First Tee of Louisville network, website, press release, newsletter, etc. Should include stories about youth and the coaches/mentors
- In coordination with Marketing Manager, maintain the Programing side of The First Tee of Louisville's website by keeping content up-to-date and relevant

**Preferred Qualifications**

- Bachelor's Degree in the area of sports administration, business management, education, recreation or related field
- The First Tee Recognized Coach
- Demonstrate communication, fiscal management 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
- Knowledge of social networks and advance computer organizational skills

Compensation Package:

- Program Directors-level salary commensurate with experience, paid holidays and vacation time

Qualified Applicants should submit resume to  
D'Shawn Johnson [djohnson@thefristteelouisville.org](mailto:djohnson@thefristteelouisville.org)