Job Description
Program Director

Chapter Overview
The First Tee of Greater Philadelphia 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. Currently, TFTGP runs two Learning Centers at the Walnut Lane and FDR Golf Clubs.

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

Reports to
The Program Director reports to the Executive Director.

Employment Status
Full time (salary & benefits)

Job Summary
The Program Director (PD) leads program and curriculum development, planning, promoting, scheduling and the recruitment of instructors and volunteers in accordance with The First Tee Life Skills Experience. This is to include fiscal management, policy implementation and safety of all programs operated by The First Tee of Greater Philadelphia

The PD is also responsible for the management of all Chapter Learning Center facilities
Roles and Responsibilities

Supervises: The PD supervises the Program Coordinator and manages all coaches, program volunteers and contracts associated with the Learning Centers

Management/Leadership

- Manage and grow programming and LSE certification classes at all TFTGP Learning Centers
- Manage and recruit (program) volunteers, mentors, coaches (all levels) and program interns who will facilitate the delivery of LSE certification classes
- Serve as the lead trainer for volunteers, mentors and coaches of TFTGP
  - Volunteers: recruit, train and observe program delivery
  - Coaches: recruit, train and observe program delivery
- Maintain communications with the National Office to ensure compliance with all programming policies and procedures. Ensure all TFTGP youth are aware of the national opportunities provided by the National Office
- Manage TFTGP Youth Database and provide accurate reporting as needed for programming measurement and evaluation
- Manage and grow programming partnerships (green grass facilities) and monitor the effectiveness of such partnerships. Work closely with the ED in identifying potential programming partnerships
- Develop and execute a facility maintenance plan to coordinate the use of FDR and Walnut Lane Golf Courses as it relates to youth services
- Manage all Program Coordinators, Site Coaches and other part-time staff assigned to programming

Communications/Public Relations

- Provide weekly programming “news” to the Marketing and Events Manager to be broadcast throughout TFTGP network; website, press releases, eblasts, etc. New’s should include stories about our youth and the coaches/mentor’s
- In coordination with the Marketing and Events Manager maintain the Programming side of TFTGP website by keeping content up to date and relevant.
- Provide written updates on TFTGP programs to the ED for both the EC and BOD Meetings

Fundraising/Donor Responsibility

- Provides programming metrics (students registered, demographics) as needed for donors, grants and other fundraising initiatives
Programming/Youth Services

- Maximize Chapter annual calendar of programs to increase certification participants, while increasing progression and retention of all participants
- Work with Outreach Coordinator in finding ways to convert NSP youth into registered participants in TFTGP programs
- Oversee implementation of TFTGP curriculum and reporting
- Work with the ED to establish tournament series for youth in TFTGP programs
- Maintain proper student to coach/mentor ratios

Financial Responsibility

- Assist the ED with developing and operating within the programming budget

Preferred Qualifications

- The First Tee Recognized Coach
- Demonstrate exceptional communication, interpersonal relations and organizational skills
- Experience in identifying and working with program staff and volunteers
- Charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to attend Academies, Coach Trainings, Chapter, Regional and Network Meetings
- Some nights and weekends may be required

Compensation Package

Program Director-level salary commensurate with experience, health and dental insurance, SIMPLE IRA, and paid holidays and vacation time

Contact Information

Contact: Bill Hyndman
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To apply for this position, please email your resume to the address above