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| **Employment Details** |  |
| Position: Program Manager | Post Date: 11/14/2016 |



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| **Chapter Name:** The First Tee of New Hampshire |
| **Salary/Wage:** 15/hr | **Location:** North Hampton, NH |
| **Position Type:** Full Time | **Job Category:** Programming |
| **Preferred Education Level:** Bachelor’s Degree | **Career Level:** N/A |
| **Preferred Certification Level:** N/A |

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| **Job Description** |
| The Program Manager works with the Program Director to provide leadership to program development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills and Golf Experience and LPGA Girls Golf Program. The Program Manager is responsible for community outreach and works with the Program Director to increase program participation and Program Location relationships throughout the state.**Preferred Work Experience:** Prior work in in the golf and/or youth development industry. |

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| **Responsibilities** |
| **Programming*** Create and maintain programming documentation.
* Develop Annual programming Schedule.
* Schedule all coaches, Staff for each session.
* Publish Program Guide.
* Publish Registration Materials.
* Work with Lead Coach to help Manage Girls Golf Program, including all communications and grant fulfillment with the LPGA Foundation

**Outreach**- Develop, manage and increase relationships between TFTNH and youth organizations to  sustain quality participation at our headquarters, as well as to help support growth at Program Locations throughout the State- Work with local schools and youth organizations to schedule afterschool, in school, DRIVE, and National School Programs- Provide opportunities and recognition for local junior golfers. Research and create tournament opportunities for upper level participants and help facilitate participation. - Participate in golf shows and tournaments- Communicate with and submit documentation as required to The First Tee Home Office –  ZONE requirements- Together with other TFTNH staff, help raise awareness of programs among participants and  parents- Work with Program Director and Lead Coach to develop individual timeline for each eligible, interested participant and make sure participant and parent are aware of requirements to qualify for Participant Opportunities, including The First Tee Scholars Program- Work with the Program Director to coordinate and train participants to attend fundraising  events and special appearances- Assist in Event Management, Coordinate parents and participants during events**Administration** - Answer phone calls and respond to requests for information- Process registration forms and payments- Maintain Rosters and Program Registration File- Send confirmation to participants- Prepare and maintain class folder for instructor (sign-in sheet, attendance sheet)**Instruction and Training**- Teach classes when necessary- Work with Lead Coach to coordinate registration, schedules, transportation and lesson plans for  clinics, workshops, and programs with other youth services organizations- Work with Lead Coach to track participant’s information and progress - Work with Lead Coach to create and implement off-season programs- Maintain, post and submit accurate records for participants to TFT Home Office ZONE |

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| **Qualifications** |
| **Preferred Qualifications**- Bachelor’s Degree in the areas of sports administration, education, business, recreation or related field- Demonstrate exceptional communication and time management skills- Understands and adheres to the standards of conduct and involvement established by the  PGA/LPGA- Personable and motivational in working with youth- Able and available to attend regional and national training, conferences, tournaments and  events when necessary- Able to travel to visit schools and affiliates throughout the state; and to attend meetings and  training sessions |

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| **Benefits** |
| Option of a Simple IRA Retirement Benefit. |

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| **General** |
| **All candidates are subject to a background check.** |

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| **Contact Information** |
| Chapter Name: The First Tee Of New Hampshire | Job Code:  |
| Contact: Chris Sargent | Fax:  |
| Email: csargent@thefirstteeofnh.org |
| Telephone: (603) 964-3033 |
| Chapter Website: www.thefirstteenh.org |
| **To apply for this position, please email your resume to the address above.** |