



## **Pro Kids Golf Academy, Inc.**

### **Director of Golf**

#### **Position Description**

**POSITION TITLE:** Director of Golf

**DEPARTMENT:** Programs

**SUPERVISOR:** COO

**STATUS:** Full Time

**SCHEDULE:** To be determined

Founded by former AFL/NFL player Ernest H. Wright, Sr. and incorporated as a 501(c)(3) public charity in 1994, Pro Kids, The First Tee of San Diego, is a leader in providing underserved youth in San Diego County opportunities through positive life-changing experiences. Pro Kids challenges youth to excel in life by promoting character development, life skills, and values through education and the game of golf.

**Position Summary:** Reporting to the Chief Operating Officer, the Director of Golf is responsible for planning, developing, and promoting all aspects of the golf program of Pro Kids, The First Tee of San Diego. This includes supervising all staff, volunteers, vendors, and related facilities collaboration with the Colina Park Golf Course and Pro Shop in City Heights and The Honors Course in Oceanside.

#### **Key Duties and Responsibilities:**

##### **Leadership**

- Collaborates with the COO and Site Program Director to create the vision, development and implementation of all golf programming in accordance with the goals and policies of Pro Kids | The First Tee of San Diego
- Participate in the ongoing strategic planning, execution and evaluation process as an integral member of the Pro Kids management team
- Facilitates updates, information and networking with professional golf associations (e.g. the PGA, SCGA, LPGA etc.)
- Develop and maintain strong relationships with community and school partners
- Assist with organizational fundraising and capital campaign efforts as appropriate

##### **Program Management**

- Create a positive and safe environment for the personal, social, academic, and athletic growth of all participants
- Manage fiscal and material resources responsibly and intentionally for the City Height and Oceanside golf programs
- Manage all golf staff and volunteers, including trainings, development opportunities, and performance evaluations

- Coordinate registration, schedules, transportation and lesson plans for golf-related training and programs
- Oversee staff efforts to track participants' information and progress through internal database; provide data and relevant reports to Pro Kids leadership as requested
- Facilitate the PGA apprenticeship program and corresponding progress and deadlines for staff.
- Implement The First Tee Life Skills Education as outlined in The First Tee guidelines
- Coach The First Tee Life Skills Experience and administer the Pro Kids curriculum
- Coordinate the First Tee and specialty opportunities for members.
- Oversee certification process and information distribution.
- Coordinate with the course maintenance staffs and City Heights pro shop vendor regarding program needs
- Develop systems for regular general housekeeping, record-keeping, and organization and inventory of the golf resources and space

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**Education, Knowledge, Skills, and Abilities:**

- Bachelor Degree in the area of sports administration, business management, education, recreation or related field preferred
- Exceptional interpersonal, communication, fiscal management, and youth-management skills required
- Experience as a non-profit director, certified teacher, or a PGA of America or LPGA teaching professional
- Experience in recruiting and managing program staff and volunteers
- Proficiency in basic computer skills including e-mail and word processing required
- Experience working with youth in a classroom or other program setting required
- Able to travel to attend meetings in and around San Diego County, national training, and other meetings as necessary
- Ability to work as a team player and meet the needs of a diverse population
- Ability to relate to children and adults in a professional manner; ability to be dependable, charismatic, personable, and motivating
- Bilingual (English/Spanish) highly desirable
- Ability to prioritize, handle multiple tasks, be detailed-oriented, and meet deadlines

**Physical Requirements and Work Environment:** Applicants must have visual and auditory ability to respond to critical incidents and the physical ability to act in an emergency situation, as well as the physical ability to lead activities, such as sports, games, and curriculum activities. Position also requires close vision, distance vision, and the ability to adjust focus. Position involves regular use of a computer and keyboard, telephone, and face-to-face communications; employee should be able to communicate clearly and professionally in all of these manners. The employee may spend long periods of time sitting, standing, or walking. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Qualification and Training Requirements (within 30 days of employment)**

- Completion of Child Abuse Prevention training
- Obtain CPR, First Aid, and AED certification

### **Prior to reporting to work**

- Clear background check, including fingerprinting
- Negative TB test
- Clear DMV record

*Pro Kids provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.*

To view the full job description and to apply with cover letter and resume please go to:

<https://prokids.mytribehr.com/careers/view/25>