



Employment Details

Position:

Post Date: 12/19/17

Chapter Name: The First Tee of Central Mississippi**Salary/Wage:** \$30K-\$37K**Location:** Flowood, Mississippi**Position Type:** Program Director**Job Category:** Program Director**Preferred Education Level:** Bachelors**Career Level:** N/A**Preferred Certification Level:** N/A**Job Description**

The mission of The First Tee of Central Mississippi is to impact local youth by providing educational programs that build character, instill life-enhancing values and promote healthy habits through the game of golf.

The Program Director provides leadership to program and curriculum development. The focus is on the daily operations; implementing programs in a safe learning environment complete with trained coaches, volunteers, and a knowledgeable course staff. The Program Director will assist the Executive Director with long and short term plans; implementing processes, policies, and procedures geared towards the Organizations' strategic direction. This position may require 40 or more hours a week and does require strong communication skills, computer skills, written skills, strategic thinking, and time management skills.

Reports to: The Program Director (PD) reports to the Executive Director (ED).

Supervises: The Program Director supervises all coaches and program volunteers.

Preferred Work Experience: Degree in Sports Management

Responsibilities

Become proficient in the delivery of all program level of The First Tee – DRIVE, National School Program, TARGET, PLAYER, Par, Birdie and Eagle levels through The First Tee Coach Program.
Coach The First Tee Life Skills Experience as needed and administer The First Tee Certifications.
Acquire Program Director Status: The First Tee PD 101, 201 and 301.
Improve and build upon programs that focus on progression and retention while following The First Tee delivery guidelines and strategic direction of the organization.
Coordinate registration, schedules, transportation and lesson plans for programs, clinics, and trainings with fun, safe, and education environment in mind.
Organize and implement supplemental and continuous learning programs: i.e. Youth clinics and after school programs on campus, leagues, family events, or additional opportunities.
Satisfy equipment needs for the programs while maintaining its quality and staying within budget.
Assist in the development/selection of training aids and materials.

Qualifications

Bachelor's Degree in the area of sport management, professional golf management, education, recreation or related field preferred.
PGA or LPGA teaching professional preferred.
Demonstrate exceptional communication, fiscal management, computer 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 at various times throughout the year.
Ability to be outside in all weather conditions and transport/lift/roll equipment that may be upwards of 75lbs.

Benefits

- After 90 days of employment, individual will be given opportunity to get health coverage through organization.

General

All candidates are subject to a background check, drug screening, and pre-employment physical and reference check.

Contact Information

Chapter Name: The First Tee of Central Mississippi

Job Code:

Contact: Joshua Friedel

Email: joshua@TheFirstTeeCentralMS.org

Telephone: 601-201-6735

Chapter Website: www.TheFirstTeeCentralMS.org

To apply for this position, please email your resume to the address above.