



Executive Director
The First Tee of the Coachella Valley

Desert Recreation District

The Desert Recreation District (DRD) was created in 1950 and is the largest recreation and park district in the state of California. Covering over 1,800 square miles, DRD is responsible for over 30 recreational facilities throughout the Coachella Valley that include a golf course and driving range, swimming pools, community and fitness centers, sports fields, various parks and open spaces.

DRD serves 380,000 residents in the incorporated communities of Palm Desert, La Quinta, Indio, Indian Wells, Rancho Mirage and Coachella and the unincorporated communities of Thousand Palms, Bermuda Dunes, Indio Hills, Mecca, Thermal, Oasis, Vista Santa Rosa, 100 Palms and North Shore.

OUR MISSION

The Desert Recreation District maintains quality park and recreation facilities; programs and services; and facilitates leisure opportunities so all residents will receive:

- **Personal Benefits** in the form of physical fitness, enrichment, relaxation and revitalization
- **Social Benefits** in the form of stronger and healthier families; ethnic and cultural harmony; reduced anti-social behavior; and enriched lives for persons with disabilities
- **Economic Benefits** in the form of more productive and healthier citizens; increased tourism; and contributions to the quality of life sought by business and industry

OUR VISION

Through a community collaborative approach, the District will provide quality, barrier-free and safe recreational activities that contribute to the overall wellness of the citizens of the Coachella Valley; encourage healthy lifestyles and positive out-of-school activities; and facilitate, coordinate and plan for recreation facilities and trails.

OUR TEAM

The District is governed by a five-member Board of Directors that determines policy. Board members are elected by residents and serve a term of four years. The District's General Manager reports to the Board of Directors and oversees 34 full-time and over 250 part-time, seasonal and temporary team members.



THE COACHELLA VALLEY

Located 100 miles east of Los Angeles, the Coachella Valley is situated in Riverside County in Southern California. Known as the Desert Oasis, the Coachella Valley is bounded on the West by the San Jacinto and Santa Rosa mountains and to the north by the Little San Bernardino Mountains, includes the Chocolate Mountains, and is crossed by the San Andreas Fault.

Comprised of a collection of desert communities, the Coachella Valley offers 360 days of sunshine, boasts 100+ golf courses - more golf courses per capita than anywhere in the world – and has world-class dining and resorts. Known as a key destination and winter playground to vacationers and “snowbirds”, the Coachella Valley provides residents and visitors with a wide range of recreational options that include outdoor activities and annual events that draw interest from throughout the world.

DESERT RECREATION FOUNDATION

The Desert Recreation Foundation is a 501(c)3 non-profit organization responsible for raising funds on behalf of DRD and The First Tee of the Coachella Valley. The nine-member board works with DRD's General Manager to set strategies and fundraising priorities for DRD.

The Executive Director is supported by a 14-member First Tee Board of Directors, a subsidiary of the Desert Recreation Foundation, who helps identify and develop relationships for the purposes of fundraising for The First Tee of the Coachella Valley.

THE FIRST TEE OF THE COACHELLA VALLEY

The First Tee of the Coachella Valley, established in 2008 by the Desert Recreation District, is one Chapter of a national/international non-profit youth



THE POSITION

The Executive Director of The First Tee of The Coachella Valley provides direction and overall management of The First Tee program and The Golf Center at Palm Desert. Responsible for the day-to-day management of programming and facilities, the Executive Director oversees a budget of \$750,000, two full-time staff, ten part-time coaching and administrative staff and over 80 volunteers committed to providing an extraordinary golf experience to guests.

The Executive Director is critical in:

- Increasing, strengthening and diversifying the organization's funding sources
- Guiding the development and effective use of The First Tee Board of Directors
- Enhancing the relationship between the First Tee and its, families, funders and stakeholders
- Developing an organizational infrastructure that supports growth
- Expanding the First Tee's visibility, reach and influence throughout DRD and the greater Coachella Valley
- Expanding the public use of The Golf Center
- Effectively managing operations and vendors within the appropriated budget

As primary representative of The First Tee and The Golf Center, the Executive Director serves as the organization's leader, advocate and main contact in developing relationships with the various communities of the Coachella Valley, attending meetings and seminars to represent The First Tee and The Golf Center and interacting with various organizations committed to supporting the programs.

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. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other junior golf programs. Since inception, The First Tee of the Coachella Valley has hosted more than 12,500 young people.

THE GOLF CENTER AT PALM DESERT

The Golf Center at Palm Desert hosts a 9-Hole, Par 3 Golf Course, Driving Range, Chipping and Putting Greens, Lessons and Clinics. Centrally located in the Coachella Valley, The Golf Center is an affordable choice for both avid and recreational golfers. It is open seven days each week from 7 a.m. to dusk, offering stunning views, energetic exercise and an enjoyable golf experience.

THE IDEAL CANDIDATE

The Desert Recreation District seeks candidates who are strong managers with outstanding communication and interpersonal skills; optimistic with a 'can do' attitude; progressive, proactive and flexible; self-starting and effective leaders; and, can inspire a volunteer community to create a strong team. The ideal candidate will have at least seven years of recreational management experience including considerable experience in institutional fundraising, advancement, development and marketing. Possession of a Bachelor's Degree in public administration, business management, recreation, facility management, communications or closely related field is required.

To be successful, the ideal candidate must be service-oriented, have excellent organizational skills and possess the ability to manage and coach staff, volunteers and guests. As a key manager within the DRD management team, significant and proven leadership, critical thinking and strong communications skills are required.

COMPETENCIES AND PERSONAL CHARACTERISTICS

Impressive candidates will also exhibit the following competencies, characteristics and style:

- Program Development
- Facility Management and Maintenance
- Event Management and Communications
- Financial Budgets, Contract Negotiation, Legal Compliance and Administration of Fundraising Activities
- Staff Development
- Representation at local, state, regional and national meetings and training sessions





COMPENSATION AND BENEFITS

Compensation starts at \$90,215 annually depending upon qualifications and experience of the successful candidate.

DRD also offers an attractive benefits package with the following elements:

HEALTH & WELFARE BENEFITS

The District contributes up to \$1,380 per month towards the medical, dental, and vision plans of full-time team members and their qualified dependents (choice of HMO, EPO or PPO). The District also pays 100% of the monthly premium costs for full-time team members for:

- Basic Life (1x annual salary)
- Accidental Death & Dismemberment (1x annual salary)
- Long Term Disability (60% of salary)

TIME OFF BENEFITS

- Holidays: 12 paid + 1 floating holiday annually
- Sick Leave: 12 paid sick days annually
- Vacation: 2 to 4 weeks, based on length of service
- Management Leave: 80 hours annually

FINANCIAL BENEFITS

- Defined Contribution Retirement Plan
- Voluntary Deferred Compensation Program
- Flexible Spending Accounts
- Health & Dependent Care

WORK/LIFE BENEFITS

- District Discounts
- Employee Assistance Program
- Team Member Referral Program
- Will Preparation Services

For more information about DRD benefits, visit:
<http://myrecreationdistrict.com/about-us/careers>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

RECRUITMENT

The final filing date is **February 17, 2018**. To be considered for this challenging and rewarding career opportunity, candidates are required to complete a District application and supplemental questionnaire, and submit a cover letter and resume. Applicants will apply directly online from the DRD website at: <http://myrecreationdistrict.com/about-us/careers>.

EVALUATION

Application materials will be reviewed and evaluated. Candidates who demonstrate the experience, skills, education and abilities required will continue through the recruitment process.

ASSESSMENT

Candidates identified to move through the selection process may be asked to take a series of Assessment tests.

INTERVIEW

Qualified candidates deemed to possess skills to succeed in the position will be invited for interviews.

Disclaimer: The District has the right to accelerate or extend the closing date of this position at any time dependent upon the number of applications received. The District is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment programs and facilities. Women, minorities, and disabled individuals are encouraged to apply. The final candidate must pass a pre-employment background, physical and drug screen.



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