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**Employment Details**

Position: Assistant Program Director      Post Date:4/28/18

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**Chapter Name:** The First Tee of Tampa Bay

**Salary/Wage:** \$35,000-38,000

**Location:** Tampa, FL

**Position Type:**

**Job Category:**

**Preferred Education Level:**

**Career Level:**

Bachelor's Degree

**Preferred Certification Level:**

First Tee Coach

**Job Description**

Under the direction of the Senior Program Director the Program Director 1 will assist in the leadership of The First Tee of Tampa Bay programs and events. This position involves quality delivery of golf and life skills instruction, supervision of daily golf operations, assistance with a variety of tasks including management and training of staff, and providing administrative support to the Senior Program Director.

The Program Director 1 works as a team member to implement, evaluate, promote, and maintain high quality programs, services and activities, which fulfill the requirements of The First Tee National office and the mission and goals of The First Tee of Tampa and the Tampa Metropolitan Area YMCA.

**Preferred Work Experience:****Responsibilities****Program Quality and Growth**

- Assists Senior Program Director with general program management to include
  - Monitors program and staff compliance to all company policies and procedures and all regulatory standards
  - Develops materials and curriculum for programming
  - Supervises and oversees the performance management of all staff
  - Ensures the development and implementation of individual program plans and activities
  - Performs other duties as assigned
  - Assists in the development of data collection methods to report and monitor program activities
  - Assists with analyzing data to determine if activities provided are meeting goals

## Qualifications

### Education/ Experience Required:

- Bachelor's degree in sports administration, education, recreation or related field is preferred.
- A minimum of 2 years' experience with The First Tee program preferred.
- Team leadership experience with the demonstrated ability to engage, develop, and motivate team members.
- Ability to understand, adapt to and interact with diverse people, teams, perspectives and cultures.
- Proficient in using email, Internet, and other PC-based applications (e.g. Microsoft Office, customer service/tracking applications) with the ability to learn and adapt to new technology.

### Certifications/Trainings Required:

- Must obtain within 30 days of employment and maintain current certifications in CPR, First Aid, AED and Oxygen Administration.
- Maintain other required certifications as stated in the training matrix.

## Benefits

- Health, Dental, Vision, 401k

## General

- Use this section to add any additional comments.

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

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## Contact Information

Chapter Name: The First Tee of Tampa Bay

Job Code:

Contact: Mackenzie Mack

Fax:

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Chapter Website: [thefirstteetampabay.org](http://thefirstteetampabay.org)

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

