



## **Job Description**

### **Outreach and Volunteer Coordinator**

#### **Job Summary**

The Outreach and Volunteer Coordinator will be responsible for the overall outreach and volunteer management. This position will be responsible for establishing and nurturing partnerships with organizations and schools that can help The First Tee of Pikes Peak positively impact youth through its outreach programming channel. The primary purpose of these programs is to introduce The First Tee and the game of golf to young people in a way that will inspire and interest them and lead to continued participation. The Outreach and Volunteer Coordinator will oversee our Volunteer Program, from volunteer recruitment, training and retention to managing the volunteer database and volunteer appreciation events. This position will also serve as a lead coach during programming hours and assist the Director of Golf and Education with a variety of tasks ranging from curriculum support, to marketing, to database management, and assisting with the development of new programs.

**Reports to:** Executive Director

**Supervises:** Assists in supervision of volunteers, golf instruction delivered by coaches and volunteers, and part-time employees

**Employment Status:** Full time, Exempt

#### **Duties and Responsibilities**

##### Outreach

- As the primary representative for Outreach, promote The First Tee's mission, goals, purpose and programming through the service area to help recruit participants, sponsors, funders and volunteers
- Create and maintain positive relationships and partnerships with local youth servicing organizations, and public and private schools within the community
- Develop promotional and collateral materials for outreach programs and distribute them to the community
- Create an action plan to increase the number of schools and youth servicing organizations that participate in the program, recruit new schools and youth servicing organizations
- Manage oversight of outreach programming being delivered by partners in both the in-school and the after-school environments and assist with registration, schedules, transportation, volunteers, and lesson plans for clinics, special events, and programs
- Organize and facilitate online and in-person trainings for schools and youth servicing organizations as needed
- Conduct annual events, transition events and other outreach partner engagements with the goal of enrolling an increasing number of transitioning youth into The First Tee of Pikes Peak's certifying programs (The First Tee Life Skills Experience programs). Work with the Director of Golf and Education to establish an annual transition goal
- Increase community/parent awareness by identifying and representing the chapter at outreach partner events

- Organize and host information booths at student, community and non-profit events to promote chapter programming opportunities and events
- Support delivery of presentations to area service groups about the value of The First Tee

### Volunteers

- Manage and maintain volunteer database, to include application/registration, interview and background check process
- Establish and maintain a volunteer coach training and orientation program, complete with policies and procedures, volunteer feedback strategies, volunteer evaluation, and volunteer retention
- Schedule and place volunteers to achieve goals of adult to child ratios for all programming (Life Skills Experience and outreach) and special events
- Maintain communication with volunteers through website, email, social media and mail
- Oversee the Volunteer Committee
- Organize and coordinate volunteer appreciation functions and other forms of recognition
- Find places or organizations to present to about our volunteer program and make presentations on behalf of The First Tee of Pikes Peak
- Maintain relationship with UCCS PGA Golf Management Program- coordinate and manage student volunteer opportunities with chapter

### Like Skills Experience Programming

- Must be proficient in the TARGET program and the delivery of PLAYer, Par, Birdie and Eagle levels through The First Tee Coach Program and serve as a full-time lead coach during programming
- Assist in the development of lesson plans for programming with the Director of Golf and Education
- Assist in program set up, delivery and breakdown
- Identify new and different approaches to programming to ensure fun and safe environment
- Oversee safety process improvements and execution
- Assist with development and execution of certification process for participants
- Provide communication and availability to The First Tee families/guardians

### Management/Administration

- Establish and maintain a comprehensive annual outreach schedule flexible enough for changes within the year
- Determine outreach program goals and subsequent evaluation tools to measure and track program impact on participants, families, volunteers, and partner organizations
- Analyze data on a consistent basis to determine successes and areas for improvement; create related program improvement plans
- Report outreach program metrics, operations data, and pertinent outreach program data to the Director of Golf and Education and Executive Director
- Maintain accurate records on youth servicing organizations, schools, participants, equipment, and trained instructors
- Assist in the collection and tracking of participants' information and progress through The First Tee online participant database
- Assist in developing and adhering to the Program & Operating budget

### The Learning Center

- Assist in the overall daily operations of The Learning Center to include creating revenue opportunities by creating events, selling memberships and booking private parties
- Provide excellent customer service to members and guests
- Answer phone calls and assist with front desk admin duties

- Ensure cleanliness and order of the entire facility
- Assist in identifying, promoting and delivering community clinics, leagues and private parties
- Review daily, weekly, monthly sales reports with the Executive Director

#### Social Media and Website Management

- Manage social media accounts. Facebook, Twitter, Instagram and Youtube
- Make regular posts and maintain social media presence
- Update The First Tee Pikes Peak website; programs and volunteer information
- Assist in creating the marketing and advertising calendar

#### **Preferred Qualifications**

- Bachelor's Degree in the areas of sports administration, education or related field
- Demonstrate exceptional communication, fiscal management and managerial skills
- Experience in identifying and working with program staff and volunteers
- Charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to attend academies, regional and annual meetings and training sessions
- Ability to be outside in all weather conditions and transport/lift/roll equipment that may be upwards of 75 lbs.
- Commitment to the mission of The First Tee of Pikes Peak
- Experience managing complex programs and capable of balancing multiple priorities effectively
- Ability to work well independently and collaboratively within a team environment
- Highly professional demeanor
- Knowledge of the game of golf is preferred

**Salary Range:** \$28,000-\$32,000

**To Apply:** Email your cover letter and resume to [sandy@thefirstteepikespeak.org](mailto:sandy@thefirstteepikespeak.org).