



Director of Education Position Description

Chapter Overview:

The First Tee of Greater New Orleans is a Chapter of an international non-profit youth development organization 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. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life.

Mission Statement:

To impact the lives of young people by providing educational programs that teach character education, life skills and healthy habits, through the game of golf.

Reports to:

The Executive Director

Supervises:

The Director of Education supervises all site coordinators, coaches, and program volunteers.

Employment Status:

Full time, exempt status. Schedule may vary, but afterschool and weekend hours required.

Job Summary:

The Director of Education provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills Experience Out-of-School-Time Program. The Director also is responsible for the supervision of daily program operations, course access, facility and fiscal management, policy implementation and safety of all programs operated by The First Tee of Greater New Orleans. The Director will work with the Outreach Coordinator position in transitioning students from our National School Program and DRIVE outreach programs, into our Life Skills Experience out-of-school time programs.

Roles and Responsibilities:

Staff and Volunteer Management (30%)

- Develop a coach and volunteer management system to ensure sufficient adult mentors and quality programming at site locations; including recruitment, training, recognition, and retention plans

- Develop written roles and responsibilities for coach and volunteer positions
- Involve coaches, volunteers and golf professionals in the delivery of programs
- Recruit and train program staff to assist with and lead classes, supported by sufficient volunteers
- Conduct weekly program observations, providing timely feedback to coaches and volunteers on curriculum delivery with *Good, Better and How* format
- Conduct individual coach observations with written performance evaluations

Administration (20%)

- Track and enter participants' information and progress through The First Tee online participant database, Salesforce; maintain accurate records and submit quarterly updates to Executive Director
- Develop retention and progression plan to move participants through the certification levels
- Develop, implement, and update program policies and procedures
- Assist in developing and adhering to the Program Operating budget
- Report program metrics and program data to the Executive Director
- Coordinate, plan agenda and attend Program Committee meetings of the board
- Provide recognition and awards for coaches and participants
- Encourage Birdie level youth and higher to participate in network benefits and participant opportunities

Program Location / Community Outreach (20%)

- Represent the Chapter to the community and aid in fundraising events, marketing activities, and communication efforts
- Participate in golf shows and tournaments
- Communicate and submit documentation required by The First Tee Home Office
- Network with other The First Tee Chapter colleagues and exchange best practices
- With Outreach Coordinator, develop transition opportunities for outreach programs including NSP and DRIVE
- Identify and recruit strategic program sites/locations within Chapter service area (golf courses, parks, recreation centers, etc.)
- Create and maintain positive relationships with program location partners, including Golf Professionals
- Assess, operate and maintain high quality programs and operations at each site
- Effectively utilize access to golf course and practice areas

Coaching (10%)

- Must become proficient in the delivery of TARGET, PLAYer, Par, Birdie, Eagle and Ace levels through The First Tee Coach Program.
- Develop programs and implement The First Tee Life Skills Experience as outlined in The First Tee guidelines.
- Coach The First Tee Life Skills Experience and administer The First Tee Certification process to all program participants
- Make the programs fun for participants
- Provide a safe environment
- Conduct "On-Course" orientations for participants and parents

Program Scheduling (10%)

- Coordinate registration, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Oversee club orders from program participants
- Assist in the development/selection of training aids and educational materials

Parental Engagement (10%)

- Lead parent orientation programs
- Organize and lead Parent Advisory Committee meetings on Quarterly basis
- Work with Operations & Communications Manager to provide effective communication with parents/participants through web site, email, and social media
- Provide opportunities to engage parent's in their child's learning through conducting educational seminars
- Provide opportunities for participant family members to learn the game of golf through clinics and special events

Minimum Qualifications:

- Bachelor's Degree in the area of sports administration, business management, education, recreation or related field
- At least 2 years' experience working with youth and teens, either through teaching or coaching
- Demonstrate exceptional communication, fiscal management and managerial skills
- Adhere to the standards of conduct and involvement established by The First Tee and demonstrate its Nine Core Values consistently
- 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

Salary and Benefits:

\$35,000 – \$45,000 annually, based on experience. PTO (25 days), Monthly Health Insurance Stipend, and opportunity to participate in company IRA program after 1-year of employment.

To Apply:

Submit a cover letter expressing interest in position, along with a resume and references, to Executive Director, Chip Patterson, at chip@thefirstteenola.org. Deadline to apply is December 15th, 2018. Ideal candidate will be able to start January 1st, 2019.