



REGIONAL PROGRAM SUPERVISOR

TITLE: Regional Program Supervisor

REPORTS TO: Director of Programming

JOB CLASSIFICATION: Hourly Full Time, Non-Exempt

COMPENSATION: \$13 - \$15 per hour plus benefits

JOB SUMMARY: The Regional Program Supervisor is responsible for program and curriculum development by planning, scheduling, and promoting instructional programs in Flagler, Volusia, and Putnam Counties in accordance with The First Tee of North Florida's objectives. The Supervisor will manage daily program operations, coach recruitment and training, and community partner relationships within the region. A strong candidate for this position is a self-starter who is goal oriented and works well with minimal supervision.

JOB LOCATION: The position is based in Daytona Beach, FL with additional travel throughout the chapter service area as needed. A chapter vehicle to be used during work hours will be provided.

ESSENTIAL FUNCTIONS

Instruction & Training/Program Execution:

- Become proficient in The First Tee Coach Program
- Delivery of Golf and Life Skills Experience to program locations
- Provide activity-based programs in a fun and safe environment
- Communicate class changes to parents, coaches, volunteers and courses
- Organize seasonal coach meetings/trainings in assigned region

Part Time Coaches/Volunteers:

- Implement coach/volunteer training in service area under supervision of the Director of Programming
- Recruit paid and volunteer coaches in service area
- Coordinate with Program Coordinator to develop coach schedules
- Use Coach Observation tools to provide Good, Better, How feedback to coaches and volunteers

Community Partner Programs (NSP and DRIVE):

- Organize data for NSP and DRIVE in accordance with chapter compliances
- Market NSP and DRIVE to recruit new community partners to participate
- Implement NSP and DRIVE trainings for new and existing community partners as needed
- Assist community partners with NSP and DRIVE delivery when requested

Administration:

- Work in Salesforce to update online registration/database
- Update websites and social media with service area activities, classes and calendars
- Compile and provide information for chapter newsletters and social media platforms

Community Network/Outreach:

- Assists with and coordinate chapter events
- Assist with The PLAYERS and Web.com Tour Championship
- Market Programs to specific area(s) in compliance with Director of Programming vision and fulfilling chapter goals
- Provide leads/introductions of community leaders to the Executive Director for strategic relationships and Board recruitment

EDUCATION AND EXPERIENCE

Preferred Qualifications

- Bachelor's Degree from an accredited college or university in Business, Sport, Education, Recreation or related field or equivalent
- Minimum 2 years' experience in The First Tee or Youth Development
- Flexible work schedule

Physical Requirements: While performing the duties of this job, the Regional Program Supervisor must be able to: have visual and hearing acuity: have mobility, speaking, writing, analytical reasoning skills and manual dexterity, the ability to lift (50) pounds, high energy to perform and complete tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment: May spend time indoors, in a controlled environment, and outdoors in an uncontrolled environment with moderate to high noise levels. The work schedule is non-traditional and does require weekends and holidays. The individual must be able to travel within the chapter service area as required.

Core Competencies:

- **Achievement Focus** – Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals. Takes calculated risks to accomplish goals.
- **Dependability** – Commits to doing the best job possible. Follows instructions, responds to management direction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.
- **Communication** – Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Planning and Organization** - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.
- **Quality** - Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.

To apply for this position, please email your resume to our Director of Programming, Ron Castillo, at ron@thefirstteenorthflorida.org.