



## **The First Tee Program Director**

### **Reports to**

The Program Director reports to the Executive Director

### **Supervises**

All Golf Programs and the Life Skills Experience

### **Employment Status**

Full-time; Salary

### **Job Summary**

The Program Director provides leadership and management of program and curriculum development, planning, and promoting in accordance with The First Tee Life Skills Experience. The Program Director also is responsible for the supervision of daily program operations, Coach Meetings, database completion, policy implementation and safety of all programs operated by The First Tee Chapter.

### **Duties and Responsibilities**

#### **Coaching:**

- Must become proficient in the TARGET program and the delivery of PLAYer, Par, Birdie, Eagle, and ACE levels through The First Tee Coach Program and remain active.
- Oversee the training and curriculum delivery for all program coaches.
- Develop lesson plans and deliver The First Tee Life Skills Experience and certification process.
- Assist in the development/selection of training aids and materials
- Insure proper Coaches meeting schedules

#### **Program Scheduling:**

- Coordinate registration, schedules and lesson plans for clinics, trainings, and programs with other youth service organizations and schools
- Create and implement off-season and supplemental programs (Birdie/Eagle: Next Step, Girls Golf, PGA Jr. League, etc.)
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Implement Jr. Club Championship, Parents/Participant Nights, and other outside programs.

### **Management/ Administration:**

- Oversee the collection and tracking of participants' information and progress through The First Tee online participant database; maintain accurate records and submit quarterly
- Develop retention and progression plan to move participants through the certification levels
- Set up a NSP(National Schools Program) schedule with all NSP schools and future NSP schools to ensure that the program is being run correctly and if there is any help needed in the process
- Implement Risk Management and Child Safety procedures
- Report program metrics, operations data, and pertinent program data to the Executive Director
- Attend meetings and advise Program Committee, Attend National Meeting, and split opportunity trips with Executive Director
- Provide recognition and awards for participants
- Encourage and register players to participate in network benefits and opportunities
- Assist in developing and adhering to Programming and Operating budget

### **Staff/Volunteers:**

- Develop a volunteer management system to ensure sufficient adult mentors and quality programming; including recruitment, training, recognition, and retention plans
- Develop written roles and responsibilities for volunteer positions
- Involve volunteers and golf professionals in the delivery of programs
- Recruit and train program staff to assist with and lead classes

### **Parents:**

- Lead parent orientation programs before the start of sessions
- Communicate with parents/participants through email, phone, and mail
- Provide opportunities to engage a parent in their child's learning (Parent/Participant Play Days, etc.)
- Provide opportunities for participant family members to learn the game of golf (Parent classes, Movie nights, etc.)

### **Community/ Network Outreach:**

- Represent the Chapter to the community functions. (Booths and community events)
- Network with other Chapter colleagues and exchange best practice ideas
- Develop/Maintain partnerships with Youth Development Organizations and Youth Serving Organizations

**Affiliates:**

- Assess, operate and maintain high quality programs and operations at each site
- Effectively utilize access to golf course and practice areas

**Salary / Wage:** Available after interviewed

**Location:** Knoxville, TN

**Position Type:** Full-Time

**Job Category:** Coordinator

**Career Level:** Experienced in Youth Development and Event Planning (Preferred)

**Level:** Bachelor's Degree Preferred

**BENEFITS**

Paid Sick Leave

Paid Vacation Leave

Incentives and Bonuses

**GENERAL CONTACT INFORMATION:**

All candidates are subject to a background check and drug screening.

Please email Cover Letter and Resume to [smauer@thefirstteegreaterknoxville.org](mailto:smauer@thefirstteegreaterknoxville.org)

\*All Cover Letters and Resumes will be accepted and looked over up until Friday, November 30<sup>th</sup>. Interviews will start the following week.

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