



Program Coordinator

Reporting to the Executive Director, the Program Coordinator is responsible for all aspects of program development and delivery, including planning, resources, curriculum, facilities and instruction. He/she also is responsible for the supervision and staffing of program operations, facility/course access, policy implementation and safety for Life Skills Experience programs operated by The First Tee of Greater Cincinnati & Northern Kentucky.

Program Responsibilities:

- Develop and implement programs locally in accordance with TFT guidelines.
- Schedule annual Life Skills Experience (LSE) class sessions and Target Outreach programs to align with and support Chapter strategic plan growth goals.
- Ensure appropriate and properly trained staffing for all Chapter programs.
- Oversee the development/acquisition of lesson plans, training aids and materials.
- Ensure a safe environment and a fun/engaging experience for participants.
- Create and implement supplemental programs and events that reinforce The First Tee life skills, core values and nine healthy habits, engage students and improve likelihood of retention and progression.
- Develop and implement appropriate recognition and awards for participants
- Create awareness of TFT network benefits and opportunities and encourage students to participate and help them prepare for eligibility.
- Develop and execute with the help of chapter coaches and volunteers acquisition initiatives, retention strategies, and progression criteria to ensure participants progress through all certification levels.

Program Locations & Administration:

- Create and maintain beneficial relationships with program location partners; develop a culture of teamwork and cohesion among coaches and volunteers.
- Optimize Chapter's access to area courses and practice areas for participants such as activation of Club Ambassador Play Dates and skills clinics.
- Contribute to the development of and manage an annual program budget.

Volunteers:

- Develop a volunteer management system to meet the needs of Chapter programming, including written roles and responsibilities, recruitment, training, recognition, and retention.
- Involve volunteers in the delivery of programs and encourage them to continue engagement with the program and potential advance to The First Tee Coach training.
- Ensure all volunteers associated with the Chapter comply with its policies, procedures and requirements.

Parents:

- Ensure parents/caregivers have an understanding of The First Tee mission and curriculum and are engaged in their child's learning.
- Provide opportunities for participant family members to become involved in Chapter activities and encourage "family golf" as a way to reinforce student's interest and enjoyment of the game.

Community Partners:

- Work with Executive Director to represent the Chapter in the community and support fundraising, marketing, public relations and communication efforts.
- Initiate and grow partnerships with other youth-serving organizations and schools in the Chapter service area, especially to implement Target Outreach/DRIVE programming to achieve strategic plan goals.
- Develop and implement transition opportunities to encourage Target and National School Program participants to join Life Skills Experience program.
- Leading implementation of The First Tee National School Program in the Chapter's service area, including educator orientation and follow-up to assess program delivery. Ensure activities that support continued delivery of the program consistently despite potential educator turnover.

Requirements:

- At Chapter expense, complete The First Tee Coach Training within three years, and thereafter complete requirements to maintain "active TFT Coach" status annually.

Preferred Qualifications:

- Bachelors degree in the area of sports administration/management, coaching/education, social work, recreation or related field.
- Existing TFT program experience, especially a thorough understanding of all TFT curriculums, including TARGET Outreach, Life Skills Experience and National School Program.
- Demonstrate management, communications skills, and be incredibly organized.
- Personable, outgoing demeanor, able to lead and motivate staff, volunteers and students.

Deadline for applications: Applications are encouraged by **Friday, 18 January 2019**. Preference will be given to qualified candidates providing current resume with cover letter explaining why they are uniquely qualified to be the Program Coordinator for The First Tee of Greater Cincinnati and Northern Kentucky. All applicants will be acknowledged; **confidentiality** assured all parties.

Please submit resume and cover letter to jenny@theyunkergroup.com