

Employment Details

Position: Program Director

Chapter Name: The First Tee of Central Mississippi

Salary/Wage: TBD

Location: Jackson, MS

Position Type: Full Time, Exempt

Preferred Education Level: BA/BS

Job Description

The mission of The First Tee of Central Mississippi is to impact local youth by providing educational programs that build character, instill life-enhancing values and promote healthy habits through the game of golf.

The Program Director provides leadership to program and curriculum development. The focus is on the daily operations; implementing programs in a safe learning environment complete with trained coaches, volunteers, and a knowledgeable course staff. The Program Director will assist the Executive Director with long and short term plans; implementing processes, policies, and procedures geared towards the Organizations' strategic direction. This position may require 40 or more hours a week and does require strong communication skills, computer skills, written skills, strategic thinking, and time management skills.

Reports to: The Program Director (PD) reports to the Executive Director (ED).

Supervises: The Program Director supervises all coaches and program volunteers.

RESPONSIBILITIES

Program Management:

Become proficient in the delivery of all program level of The First Tee – DRIVE, National School Program, TARGET, PLAYER, Par, Birdie and Eagle levels through The First Tee Coach Program.

Coach The First Tee Life Skills Experience as needed and administer The First Tee Certifications.

Acquire Program Director Status: The First Tee PD 101, 201 and 301.

Improve and build upon programs that focus on progression and retention while following The First Tee delivery guidelines and strategic direction of the organization.

Coordinate registration, schedules, transportation and lesson plans for programs, clinics, and trainings with fun, safe, and education environment in mind.

Organize and implement supplemental and continuous learning programs: i.e. Youth clinics and after school programs on campus, leagues, family events, or additional opportunities.

Satisfy equipment needs for the programs while maintaining its quality and staying within budget.

Assist in the development/selection of training aids and materials.

Program Administration:

Track participants' information and progress through The First Tee online participant database (Salesforce); maintain accurate records. Provide report of participant information as directed by Executive Director.

Submit written Program Director Reports Monthly as outlined by Executive Director.

Effectively move participants through the certification levels based upon The First Tee Guidelines.

Create, Implement, evaluate, and assist in the improvement of program policies and procedures.

Adhere to the programming budget. Assist in developing programming budget once organization becomes stabilized.

Report program metrics and pertinent data to the ED, the Board, and Program Committee.

Reward and encourage participants to progress through golf and life skills programming and participate in The First Tee Network benefits, local, regional and national opportunities.

Volunteer Management:

Create & Utilize a volunteer management system to ensure sufficient adult mentors and quality programming; including recruitment, training, background checks and recognition plans.

Create & Administer a Volunteer Retention Plan.

Create & Adhere to 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.

Communicate with parents/participants through website, phone, text, email, and mail. (Phone/Text #1).

Provide opportunities to engage parent's in their child's learning.

Provide Target Outreach opportunities for participant family members to learn the game of golf.

National School Program, DRIVE & Outreach:

DRIVE: Monitor, track, and support implementation within the school systems and other youth serving organization partners, in particular The Boys & Girls Clubs and the YMCA's.

National School Program: Work with surrounding counties to grow NSP presence within their school system and other youth serving organizations.

Create & Improve upon transition opportunities for outreach programs including NSP and other youth serving organizations.

Golf Facilities and Locations

Assist in identifying and recruiting strategic program locations within (Hinds, Rankin & Madison Counties).
Maintain relationships with golf facility programming location partners.
Assess, operate, and maintain high quality programs and operations at each site.
Effectively utilize access to golf course and practice areas.

Events & Fundraising:

Assist in events and fundraising as needed and directed by the Executive Director.

General Qualifications:

Bachelor's Degree in the area of sport management, professional golf management, education, recreation or related field preferred.

PGA or LPGA teaching professional preferred.

Demonstrate exceptional communication, fiscal management, computer and managerial skills.

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 at various times throughout the year.

Ability to be outside in all weather conditions and transport/lift/roll equipment that may be upwards of 75lbs.