



Position Description

Outreach/Assistant Program Director of The First Tee of Greater Akron

The mission of The First Tee of Greater Akron (TFTGA) 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 TFTGA Outreach/Assistant Program Director is primarily responsible for outreach programs within the Greater Akron area. The purpose of these outreach programs is to introduce The First Tee of Greater Akron and the game of golf to young people in a way that will inspire and lead to continued participation. While most of the focus for the Outreach/Assistant Program Director will be on the outreach side, the Outreach/Assistant Program Director will also assist and provide leadership on the programming side. The Outreach/Assistant Program Director will assist the Executive Director with long and short-term plans and implementing processes, policies, and procedures geared towards the Organization's strategic direction. This position will require 40 or more hours a week and does require strong communication skills, computer skills, written skills, strategic thinking, and time management skills. The Outreach/Assistant Program Director of TFTGA is an exempt position.

Reports to: The Outreach/Assistant Program Director reports to the Executive Director.

Supervises: The Outreach/Assistant Program Director supervises life skill coaches, program volunteers and interns.

RESPONSIBILITIES/DUTIES ¹

Outreach:

- Create and implement impactful outreach programs.
- Work with local outreach agencies to assist in the coordination of registration, schedules, transportation, retention opportunities, submission of youth served, and lesson plans for clinics, trainings and programs.
- Be a liaison for The First Tee National School Program (NSP) and DRIVE locations.
- Monitor, track, and support implementation within the school systems and other youth serving organization partners, in particular Akron Public Schools, Boy & Girls Clubs and Community Centers.
- Work within the Greater Akron market to grow NSP presence within their school system and other youth serving organizations.
- Create and improve transition opportunities for outreach programs including NSP and other youth serving organizations.
- Work with community agencies and school districts to recruit and train staff to assist with and lead outreach classes.
- Satisfy equipment needs for all outreach programs.
- Maintain the quality of equipment and all instructional areas.
- Work with Program Director and assist in the development and selection of training aids and materials.

¹ This is not a comprehensive listing of all duties or responsibilities that are required of the Outreach/Assistant Program Director. Such duties and responsibilities may change or new ones may be assigned at any time with or without notice.

Management/Administration:

- Track participants' information and progress through The First Tee online participant database; maintain accurate records and submit reports to the Executive Director.
- Report program metrics and pertinent data to the Executive Director for utilization in Committee and Board Meetings.
- Participate and network as directed by Executive Director in special events.
- Network with First Tee staff at other chapters to exchange best practices.
- Communicate and submit required documentation to First Tee Headquarters.
- Implement, evaluate, and assist in the improvement of program policies and procedures.
- Assist in developing and adhering to the annual budget.
- Attend and complete necessary First Tee training as directed by the Executive Director.

Programming:

- Attend and complete annual First Tee Coach Training.
- Responsible for the delivery of all program levels of The First Tee – DRIVE, National School Program, TARGET, PLAYer, Par, Birdie and Eagle levels through The First Tee Coach Program.
- Supervise and Coach The First Tee Life Skills Experience as needed and administer The First Tee Certifications.
- Improve and build upon programs that focus on progression and retention while following The First Tee delivery guidelines and strategic direction of TFTGA.
- 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 (youth clinics and after school programs on campus, leagues, family events, or additional opportunities).
- Develop retention and progression plans to move participants through certification.
- Work with Program Director to assist in developing, implementing and updating program policies and procedures.
- Maintain relationships with golf facility programming location partners.
- Work with Program Director to assess, operate and maintain high quality programs and operations at each site.

Events & Fundraising:

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

QUALIFICATIONS

- Bachelor's or Associates Degree – preferably in the area of sport management, professional golf management, education, coaching, recreation or related field.
- PGA or LPGA teaching professional preferred.
- Prior outreach experience is 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.
- Dynamic personality with understanding team operations, development and strategic planning.
- Ability to travel to attend trainings, meetings and conferences throughout the year as required by the Executive Director.
- Must pass background check.
- Valid driver's license.