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**Employment Details**

Position: Program Director

Post Date: 5/1/2019

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**Chapter Name:** The First Tee of

**Salary/Wage:** Dependent on Experience

**Location:** Columbia, SC

**Position Type:** Full Time

**Job Category:**

**Preferred Education Level:** Bachelor's Degree

**Career Level:**

**Preferred Certification Level:**

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**Job Description**

The Program Director provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills Experience. The Program Director also is responsible for the supervision of daily program operations, driving range facility operations and fiscal management, policy implementation and safety of all programs operated by The First Tee of Columbia.

**Preferred Work Experience:**

- At least three years experience as a PGA of America or LPGA teaching professional

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**Responsibilities**Coaching:

- Must become proficient in the TARGET program and the delivery of PLAYer, Par, Birdie and Eagle levels through The First Tee Coach Program
- Develop programs and implement The First Tee Life Skills Education as outlined in The First Tee guidelines
- Coach The First Tee Life Skills Experience and administer The First Tee Certification process
- Make the game and experience fun for participants
- Provide a safe environment
- Conduct "On-Course" orientations for participants

Program Scheduling:

- Coordinate registration, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
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- Make available additional private lessons for participants and family members
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Provide club fitting and repair services
- Assist in the development/selection of training aids and materials

Management/ Administration:

- Track participants' information and progress through Salesforce; maintain accurate records and submit quarterly
- Develop retention and progression plan to move participants through the certification levels
- Develop, implement, and update program policies and procedures
- Assist in developing and adhering to the Program & Operating budget
- Report program metrics, operations data, and pertinent program data to the Executive Director and Board
- Attend meetings and advise Program Committee
- Provide recognition and awards for participants
- Encourage Birdie level youth and higher to participate in network benefits and opportunities

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
- Communicate with parents/participants through web site, email, and mail
- Provide opportunities to engage parent's in their child's learning
- Provide opportunities for participant family members to learn the game of golf

Community/ Network Outreach:

- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Participate in golf shows and tournaments
- Assist in the creation of promotional brochures to increase awareness of the programs and facility
- Communicate with and submit documentation as required to The First Tee Home Office
- Network with other Chapter colleagues and exchange best practice ideas
- Develop partnerships with YMCA, Boys & Girls Clubs and schools
- Participate in leadership teams for The First Tee National School Program (NSP)
- Develop transition opportunities for outreach programs including NSP

Program Affiliates:

- Identify and recruit strategic program affiliate sites/locations within Chapter service area
- Create and maintain relationships with program affiliate partners
- Assess, operate and maintain high quality programs and operations at each site
- Effectively utilize access to golf course and practice areas

**Qualifications**

- Bachelors Degree in the area of sports administration, business management, education, recreation or related field
- Demonstrate exceptional communication, fiscal management and managerial skills
- Adhere to the standards of conduct and involvement established by the PGA/LPGA
- Experience in identifying and managing program staff and volunteers
- Charismatic, personable, and motivational in working with youth and volunteers
- Computer Savvy with experience with Microsoft Office. Salesforce experience a plus.
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings

**Benefits**

- Health, Vision, Dental, Life Insurance available.

**General**

**All candidates are subject to a background check, drug screening, and pre-employment physical.**

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**Contact Information**

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Chapter Name: The First Tee of Columbia

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Chapter Website: [www.thefirstteecolumbia.org](http://www.thefirstteecolumbia.org)

**To apply for this position, please email your resume to the address above.**