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## Employment Details

Position: Outreach Coordinator

Post Date: April 17, 2019

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**Chapter Name:** The First Tee of North Florida

**Salary Range:** \$32,000 - \$37,000

**Location:** St. Augustine, FL

**Position Type:** Full-Time

**Job Category:** Exempt, Full-Time

**Preferred Education Level:** Bachelor's

**Preferred Certification Level:** Level II Coach

### Job Description

The Outreach Coordinator will be primarily responsible for programs within the chapter's service area at locations such as: Boys & Girls Clubs, YMCAs, National School Program and DRIVE locations, and various parks and recreation locations. The primary purpose of these programs is to introduce The First Tee and the game of golf to young people in a way that will inspire and interest and lead to continued participation within the program.

### Primary Responsibilities

- Organize data for NSP in accordance with national office and chapter compliances
- Market NSP and recruit new schools to participate
- Implement NSP trainings for new and existing schools as needed
- Work with The First Tee Home Office and implement best practices
- Assist schools with NSP delivery when requested
- Create and maintain positive relationships with local non-profit organizations, public and private schools in the chapter service area
- Attend non-profit fairs and community events to promote TFTNF
- Volunteer at special events and local golf championships (amateur and professional)
- Speak publicly about NSP and DRIVE at events or meetings
- Assist the Business Operations Manager with grant writing to fund NSP and DRIVE
- Maintain accurate records on NSP schools to include a database for trained instructors, equipment, and students who have transitioned into LSE programs
- Conduct in-person school audits to effectively monitor the fidelity of the program

**Preferred Qualifications**

- Bachelor's Degree from an accredited college or university in Business, Sport, Education, Recreation or related field or equivalent
- Minimum 2 years' experience in The First Tee or Youth Development Organization
- Level II Coach in The First Tee Coach Program

**Benefits**

- Health Benefits (medical and dental)
- 401K (non-matching)
- Life Insurance

**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 North Florida

Job Code: N/A

Contact: Ron Castillo

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