



The First Tee Tri-Valley Associate Executive Director

Our Mission

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

Reports to

The First Tee of Tri-Valley Associate Executive Director will report directly to the Executive Director.

Employment Status

Full time, Exempt

Location

Pleasanton Golf Center, Pleasanton, CA.

Job Summary

The position of Associate Executive Director at The First Tee Tri-Valley, is a new position, offering a diverse array of assignments, challenges and opportunities. This versatile position will be both an in office and on the golf course position. The First Tee Tri-Valley Associate Executive Director will be responsible for supporting the Executive Director by administrative assistance, such as managing all business-related accounts and book keeping. The Associate Executive Director will support The First Tee Tri-Valley Program Director with daily communications to parents and participants. The Associate Executive Director will also teach regular First Tee Life Skills Classes. The applicant will be expected to exhibit excellent customer service skills, manage deadlines well, maintain a professional appearance and pay close attention to detail.

Duties and Responsibilities

- Manage the chapter website and other social media sites.
- Assist the Program Director, when needed, in creating the programming schedule for each season.
- Communicate with parents and participants verbally and through email – ensure that all parent requests, questions, comments, etc. are responded to in a timely manner.
- Will take part in First Tee coach training.
- Must become proficient in the creation and delivery of TARGET, PLAYer, Par, Birdie, and Eagle Level curriculum.
- Teach The First Tee Life Skill Experience.
- Coordinate and Execute The First Tee Tri-Valley Sweeps tournament program.
- Ensure a safe learning environment for all participants, coaches, and volunteers

- Participate in community meetings and develop relationships with other community centers and non-profits
- Represent the chapter to the community and assist in all fundraising and marketing endeavors.
- Work with the Board of Directors and its' committees.

Consistently provides service excellence to all participants, parents, volunteers and co-workers in a manner that reflects The First Tee's Nine Core Values: Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy, Judgment.

Preferred Qualifications

- Bachelor's Degree or equivalent
- Golf experience as a professional, player or coach.
- 1-3 years of experience in an Administrative Support role
- Excellent organizational and interpersonal skills
- Show ability to use Quick Books, Payroll Processing and Budgeting programs
- Proven ability to independently manage multiple tasks and priorities
- Charismatic, personable and motivational in working with youth

Compensation and Benefits

- Open and negotiable depending on the qualifications and experience of the candidate. The compensation package will be in the \$55,000 to \$65,000 range. Vacation/ Holiday and Sick Day benefits.

Please email resumes and cover letters to:

John Dormann, Executive Director at johndormann1@gmail.com

For more information call John Dormann at 925-399-8644

The website for The First Tee Tri-Valley is thefirstteetrivalley.org