



Employment Details

Position: Program Director

Post Date: 7/18/19

Chapter Name: The First Tee of Tennessee in Memphis**Salary/Wage:** 35,000 + 10% Bonus Opportunity**Location:** Memphis, TN**Position Type:** Full- time**Job Category:****Preferred Education Level:****Career Level:****Preferred Certification Level:****Reports To:** Associate Executive Director**Job Overview****Chapter Overview**

The First Tee of Tennessee in Memphis is one Chapter of an international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from many other successful junior golf programs and youth development programs through sport.

The First Tee of Tennessee in Memphis was established in 2019 and is operated by the Tennessee Golf Foundation.

Job Summary

The Program Director will provide operational services to The First Tee of Tennessee in Memphis. The Program Director will provided assistance in program and curriculum development, delivery of programming material, and ensure that all programs are following proper operational procedures.

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
- Coordinate with volunteers/coaches on lesson plans/class schedules
- Deliver in-school programs
- Help develop and deliver Outreach activities
- Make the game and experience fun for participants
- Provide a safe environment

Program Scheduling:

- Coordinate registration, schedules, and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials

Management/ Administration:

- Track participants' information and progress through The First Tee online participant database; maintain accurate records and submit session attendance records
- 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
- Attend meetings regarding program administration
- Provide recognition and awards for participants
- Encourage Birdie level youth and higher to participate in network benefits and opportunities
- Maintenance of website/social media/online registration

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 and maintain partnerships with youth serving agencies
- Participate in leadership teams for The First Tee National School Program (NSP)
- Develop transition opportunities for outreach programs

Program Affiliates:

- Identify and recruit strategic program affiliate sites
- 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

EOE/DFWP

Preferred Qualifications

- Bachelor's degree from an accredited college or university
- Recognized The First Tee Coach with three years experience in The First Tee Network
- LPGA teaching professional or PGA of America teaching professional or apprentice
- Demonstrate exceptional communication, fiscal management and managerial skills
- Experience in identifying and managing program staff and volunteers
- Ability to multitask and reprioritize duties on an ongoing basis
- Charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings
- A flexible schedule, with availability to work weekends, is a must.
- Able to travel between schools and golf courses within Shelby and neighboring Counties

Benefits

- Health Insurance, Dental Insurance, Vision Insurance
- 401k
- Paid vacation

Contact Information

Chapter Name: The First Tee of Tennessee in Memphis

Job Code:

Contact: Mackenzie Mack

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Chapter Website: www.thefirstteetennessee.org/memphis

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

Please note that this position requires a background check prior to an offer of employment