Chapter Overview

The First Tee of Raritan Valley 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.

Mission Statement

To impact the lives of young people by providing learning facilities and educational programs that promote character development and life enhancing values through the game of golf.

Reports to

The Program Director (PD) reports to the Executive Director (ED).

Supervises

The Program Director supervises all coaches, program volunteers, and summer camp counselors.

Employment Status

Full time, Exempt

Job Summary

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, course access, facility and fiscal management, policy implementation and safety of all programs operated by The First Tee of Raritan Valley.

Roles and Responsibilities

<u>Coaching:</u>

- Must become proficient and deliver the TARGET program and PLAY*er*, 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
- Administer The First Tee Certification process

- Make the game and experience fun for participants
- Provide a safe environment
- Conduct "On-Course" orientations for participants

Programming:

- Coordinate registration, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
- Acquire Program Director status with The First Tee Home Office
- 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
- Solicit equipment donations

Management/ Administration:

- Track participants' information and progress through The First Tee online participant database; maintain accurate records and submit quarterly
- Develop retention and progression plan to move participants through certification
- Develop, implement, and update program policies and procedures
- Assist in developing and adhering to the Program & Operating budget
- Report program metrics and pertinent program data to the ED and Board
- Provide recognition and awards for participants
- Encourage Birdie level youth and higher to participate in network benefits and opportunities
- Communicate with and submit documentation as required by The First Tee Home Office

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
- Assist in the creation of promotional brochures to increase awareness of the programs
- 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
- Develop transition opportunities for outreach programs including NSP

Program Affiliates:

- Identify and recruit 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

Preferred Qualifications

- Bachelors Degree in the area of sports administration, business management, education, recreation or related field
- Demonstrate exceptional communication, fiscal management and managerial skills
- Experience in identifying and managing program staff and volunteers
- Charismatic, personable, and highly motivated in working with youth and volunteers
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings

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SALARY/WAGE – FULL TIME

* $40,000 - $50,000 (based on qualifications and experience)

All interested applicants should e-mail a cover letter, resume, and a minimum of 3 professional references to mmccabe@thefirstteerv.org with the subject line:

The First Tee of Raritan Valley - Program Director Position

NO PHONE CALLS PLEASE

Mark McCabe, Executive Director
The First Tee of Raritan Valley
1 Golf Drive
Kenilworth, NJ 07033

The First Tee of Raritan Valley will reach out to applicants that meet its qualification requirements to continue the interviewing process. Because of the number of applicants, First Tee of Raritan Valley will not directly reply to each submission of application materials.

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