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| **Employment Details** |  |
| Position: Program Director   |  | | --- | |  | | Post Date: November 1st, 2019 |



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| **Chapter Name:** The First Tee of Harrisonburg | |
| * **Salary/Wage:** $32,00 0- $40,000 | **Location: Harrisonburg VA** |
| **Position Type:** Exempt | **Job Category: N/A** |
| **Preferred Education Level: Associates Degree Minimum** | **Career Level: N/A** |
| **Preferred Certification Level:** Level 1 or higher, PGA preferred | |

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| **Job Description** |
| Under the direction of the First Tee Executive Director, the Program Director of The First Tee program 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 Harrisonburg |

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| **Responsibilities** |
| 1.  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 and require coaches and volunteers to do the same. • Conduct “On-Course” orientations for participants.  2. Program Scheduling: • Coordinate registration, schedules, transportation (if applicable) 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.  3. Management/ Administration: • Track participants’ information and progress, maintain accurate records and submit quarterly through The First Tee’s online database in Salesforce. • Develop retention and progression plan to move participants through the certification levels. • Develop, implement, and update program policies and procedures. • Coordinate all aspects of special events for participants, tournaments, national opportunities, etc.. • 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 board meetings and submit updates for program.  • Provide recognition and awards for participants.  4. Volunteers: • Maintain and manage the volunteer database to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans for volunteers. • 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.  5. Parents: • Lead parent orientation programs. • Communicate with parents/participants through website, email, and mail. • Provide opportunities to engage parents in their children’s learning. • Provide opportunities for participant family members to learn the game of golf.  6. Community/ Network Outreach: • Represent The First Tee of the Virginia Peninsula program to the community and aid in fundraising, marketing, public relations and communication efforts. • Assist in the creation of promotional brochures to increase awareness of the program. • 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 other programs like the Boys & Girls Clubs and schools. • Take leadership for The First Tee National School Program (NSP). • Develop transition opportunities for outreach programs including NSP.  7. 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. |

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| **Qualifications** |
| **Base Qualifications**  1. Bachelor’s Degree in the area of sports administration, business management, education, recreation or related field preferred Associates Degree is acceptable  2. Commitment to the game of golf and appreciation for the impact it can have on the lives of youth  3. Experience in identifying and managing program staff and volunteers 4. Charismatic, personable, and motivational in working with youth and volunteers 5. Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings  6. Satisfactory completion of a criminal background check and sex offender registry check  **Preferred Experience**  1. Experience playing competitive golf and understanding of the junior golf landscape  2. Experience in education or other youth development organizations  3. Experience teaching the game of golf (ex: LPGA or PGA Member) |

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| **General** |
| **Supervisory Responsibilities:**  Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employee and addressing complaints and resolving problems. The First Tee Program Director supervises all coaches, program volunteers, and site coordinators.  **Skills and Ability Requirements:**   • Ability to read, analyze and interpret documents.   • Ability to respond effectively to inquiries or complaints. • Ability to apply mathematical concepts to practical situations. • Build positive relationships with other Association staff members, share information with appropriate Associates, and cooperate with others in the Association in performance of duties. • Ability to meet the physical demands of this position, which include mobility for travel to conferences, lifting and pushing up to 40 pounds, touring facilities, properties and participating in promotional and special events sponsored by the Association.  **Effect On End Results:**  This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonably related business duties if requested by the supervisor. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract. |

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| **Contact Information** | |
| Chapter Name: The First Tee of Harrisonburg |  |
| Contact: Tom Tattersall |  |
| Email: thefirstteeofharrisonurgva@gmail.com | |
| Chapter Website: https://www.thefirstteeharrisonburg.org  **Apply by email** | |
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