Job Description
Program Director

Job Summary
The Program Director provides leadership to program and programming staff and oversees all aspects of the program development, curriculum delivery, promotion, and scheduling instruction in accordance to our chapter’s goals. The Program Director is responsible for the training and daily supervision of all program staff, program locations, facility and fiscal management, policy implementation and safety of all program locations operated by The First Tee of the Virginia Blue Ridge. The Program Director is responsible for developing and fostering relationships with community organizations to focus on program growth.

Reports to: Executive Director

Supervises: Life Skills Coordinator, Outreach Coordinator, Coaches, Volunteers

Employment Status: Full time, Exempt

Roles and Responsibilities

Programming and Coaching:
- Must become proficient in all coaching levels through The First Tee Coach Program
- Develop programs and implement The First Tee Life Skills Education as outlined in The First Tee guidelines and in accordance to chapter goals
- Develop overall unit guides and lesson plans for each session
- Coach The First Tee Life Skills Experience and administer The First Tee Certification process
- Provide the ultimate fun experience for participants to learn golf skills, life skills, and healthy habits
- Follow safety protocol for applications and background checks to ensure a safe place for participants
- Observe and provide feedback to all certified coaches of all levels to support in quality management and continuous improvement of programs

Program Scheduling and Logistics:
- Coordinate registration, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
- Design and implement supplemental and off-season programs for participants
- Manage equipment needs for the programs
- Maintain the quality of instruction and equipment at all program locations
- Develop training aids and materials for chapter coaches

Data and Evaluation:
- Determine program goals and subsequent evaluation tools to measure and track program impact on participants, families, volunteers, and partner organizations
• Analyze data on a consistent basis to determine successes and areas for improvement; create related program improvement plans
• Report program metrics, operations data, and pertinent program data to the Executive Director and Board
• Oversee the collection and tracking of participants’ information and progress through The First Tee online participant database; maintain accurate records and submit quarterly

Management/ Administration:
• Supervise and manage full-time program staff: Outreach Coordinator and Life Skills Coordinator
• Develop and oversee professional development opportunities for staff’s continuous education and growth
• Develop, implement, and update program policies and procedures
• Follow and submit all program-related ZONE requirements
• Assist in developing and adhering to the Program & Operating budget
• Provide recognition and awards for participants
• Encourage Birdie level youth and higher to participate in network benefits and opportunities as well as peer mentoring of younger participants

Volunteer Management:
• Oversee a volunteer management system to ensure sufficient adult mentors and quality programming; including recruitment, training, coaching, recognition, and retention plans
• Develop written roles and responsibilities for volunteer positions with the volunteer coordinator
• Involve volunteers and area golf professionals in the delivery of programs

Parent Communication:
• Develop and lead parent orientation programs
• Communicate with parents/participants through website, email, social media, and mail
• Provide opportunities to engage parents in their child’s learning and in the game of golf

Community/ Network Outreach:
• Represent the Chapter 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 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 schools and youth-serving organizations
• Develop transition opportunities for outreach programs including NSP, in partnership with Outreach Coordinator

Golf Facility Program Locations:
• Identify and recruit strategic program locations within Chapter service area
• Create and maintain relationships with program location partners
• Assess, operate and maintain high quality programs and operations at each site
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, and Judgment.

Preferred Qualifications:

- Minimum of a Bachelor’s Degree in the area of education, sports administration, business management, recreation or related field
- Minimum five years of experience as a teaching or coaching professional
- Knowledge of the game and golf skills and techniques
- Commitment to the mission of The First Tee of the Virginia Blue Ridge
- Exceptional leadership, communication, fiscal management and managerial skills
- Experience managing complex programs and capable of balancing multiple priorities effectively
- Experience in identifying and managing program staff and volunteers
- Charismatic, personable, and motivational in working with youth and volunteers
- Ability to work well independently and collaboratively within a team environment
- Highly professional demeanor

About The First Tee of the Virginia Blue Ridge

Our mission is to positively impact the lives of all young people by providing transformational educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf. Through participation in our programs, we envision our youth to be college-ready, career-ready, and community-ready.

To apply, please send a resume and cover letter in Word or PDF format to info@thefirstteevbr.org. The subject line of the email should include your full name and “Program Director Application”

Applications will be reviewed and processed in the order received through February 28th, or until the position is secured. To learn more about The First Tee of the Virginia Blue Ridge, please visit http://www.thefirstteevirginiablueridge.org