Chapter Name: The First Tee of Northwest Florida

Salary/Wage: Hourly
Location: Pensacola, Florida
Position Type: Part-Time
Job Category: Program Development
Preferred Education Level: Bachelor’s Degree

Employment Details
Position: Coordinator of Outreach & Development
Post Date: 2/9/2017

Job Description & Responsibilities

National Schools Program (NSP) and DRIVE Outreach
- Primary Goal: To reach 100% of all public elementary Schools in the TFTNWFL Chapter five-county area by the end of 2017.
- Successfully complete all funding Grant Opportunities (including the Southern Company) and Create an action plan to increase the number of schools that participate in the program, recruit new NSP schools,
- Organize data for NSP in accordance with ZONE and chapter compliances
- Market the NSP in the 5 counties covered by TFTNWFL, Implementing at least one NSP training across the 5 county region per year
- Maintain accurate records on NSP schools, participants, equipment, and trained instructors
- Track program activity, teacher turn-over and ensure on-line training for new teachers in NSP schools
- Work with The First Tee Home Office Staff to ensure bilateral coordination
- Track NSP participant transition to green grass facilities
- Make school and district visits as necessary, meeting one on one with teachers, principals and administrators
- Assist schools with resources for NSP delivery when requested
- Coordinate clinic/fieldtrips for NSP teachers and principals, PTA, and other teachers to Chapter locations, school campuses and the Chapter Facility
- Introduce Chapter programs to give teachers and students concept of chapter structure – TARGET, PLAYer, Par, Birdie, Eagle and ACE levels to familiarize schools with next step opportunities for students
- Recruit coaches and volunteers from teacher ranks to assist with traditional programming
- Develop and implement NSP student events at chapter sites/ provide opportunities for schools to participate in across our chapter region Forge relationships with youth development agencies and schools
• Pursue DRIVE afterschool experience at NSP schools and potential Chapter Affiliates and create an action plan to reach 3-5 organizations through DRIVE by 2017
• Coordinate NSP/Outreach information for accuracy of Chapter database

Community and Network Outreach
• As the primary representative for Outreach, promote The First Tee’s mission, goals, purpose and programming throughout the Service Area to help recruit participants, sponsors, boosters and volunteers
• Create and maintain positive relations and with local granting agencies, non-profit organizations, public and private schools in the community
• Organize and host information booths at student, community and non-profit events to promote Chapter programming opportunities and events
• Support delivery of presentations to area service groups about the value of The First Tee
• Assist with authoring the tri-annual Chapter Newsletter

Development, Grant Writing and Fundraising Support
• Write grants for local, state, and national foundations
• Author development proposals for potential Chapter sponsors and partners
• Solicit sponsorships and donations from individuals, corporations, and foundations
• Communicate with donors to thank and reinforce the importance of his or her contribution
• Establish and/or collaborate with local golf events to generate revenue for the Chapter
• Establish new events and focus on other ways to generate revenue
• Develop fundraising brochures and information
• Track and analyze programs and progress and maintain Chapter donor database
• Solicit and track in-kind support from Chapter Partners
• Support the Board and volunteers in fundraising activities
• Communicate with and submit documentation as required by The First Tee Home Office
• Provide assistance to the Chapter with strategic marketing/planning committees
• Network with other Chapter colleagues and exchange best practice ideas

Education & Experience

Bachelor’s Degree from an accredited college or university in Business, Sport, Education, Recreation or related field or equivalent work experience; Minimum 2 years’ experience in The First Tee, School Programs or in Non-Profit Development with Grant Writing Experience; knowledge of the game of golf is preferred.
**Qualifications**

**Physical Requirements:** While performing the duties of this job, the Outreach Coordinator must be able to: have visual and hearing acuity; have mobility, speaking, writing, analytical reasoning skills and manual dexterity; the ability to lift up to (50) pounds; high energy to perform and complete tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment:** May spend time indoors, in a controlled environment, and outdoors in an uncontrolled environment with moderate to high noise levels. The work schedule is flexible, but non-traditional and may occasionally require weekends and holidays. The individual must be able to travel within the chapter service area as required.

**Core Competences: Characteristics and Skills Required:**
Written and Verbal Communication Skills, Ability to write grants and presentations, Diversity Management, Organizational Skills, Fiscal Management, Development of Learning Environments for Youth, Program Quality Assurance/ Monitoring, Curriculum Design/Lesson Plan Development, Management Skills, Teaching/Training

**General**

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

**Contact Information**

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<thead>
<tr>
<th>Chapter Name: The First Tee of Northwest Florida</th>
<th>Job Code: 7010</th>
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<tbody>
<tr>
<td>Contact: Laura McCullers</td>
<td>Fax: (850) 456-7779</td>
</tr>
<tr>
<td>Email: <a href="mailto:lbefi@thefirstteenwfl.org">lbefi@thefirstteenwfl.org</a></td>
<td>Telephone: (850) 456-7010</td>
</tr>
<tr>
<td>Chapter Website: <a href="http://www.thefirstteenwflorida.org/">http://www.thefirstteenwflorida.org/</a></td>
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To apply for this position, please email your resume & cover letter to the address above.