



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Posting

Job Title: **Director of Golf – Programming**

Budget Responsibility: 500K

Salary: \$35,000 to \$38,000

Reports to: District Vice President

FLSA Status: Full time Exempt *(Classification may change to full time non-exempt /hourly to meet D.O.L. regulations)*

Family Center: YMCA at the Pines

Pay Grade: 540

POSITION SUMMARY:

The Director of Golf: Programming provides leadership and implementation to member/nonmember lessons, junior and summer camp programming, The First Tee Life Skills Experience and community golf outreach.

ESSENTIAL FUNCTIONS:

Priorities:

- Plan, advertise, implement, and grow member and non-member lessons.
- Plan, advertise, implement and grow junior golf, The First Tee, and the summer camp.
- Staff the Proshop in coordination with the Director of Golf: Membership.

Essential Duties and Responsibilities:

Coaching

1. Must become proficient in the TARGET program and the delivery of PLAYer, Par, Birdie and Eagle, Ace levels through The First Tee Coach Program
2. Develop programs and implement The First Tee Life Skills Education as outlined in The First Tee guidelines.
3. Coach The First Tee Life Skills Experience and administer The First Tee Certification process
4. Plan and direct summer and holiday camps, Junior Tournaments, and Family programming as well as any special events.
5. Provide a safe environment for all participants and families.
6. Conduct "On-Course" orientations for participants.



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Program Scheduling

1. Coordinate registration, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools.
2. Drive additional private/small group lessons for members, participants and family members.
3. Create and implement off-season and supplemental programs.
4. Satisfy equipment needs for the programs.
5. Maintain the quality of equipment and all instructional areas.
6. Assist in the development/selection of training aids and materials.

Management/ Administration

1. Track participants' information and progress through The First Tee online participant database; maintain accurate records and submit quarterly.
2. Develop retention and progression plan to move participants through the certification levels.
3. Develop, advertise, schedule and implement summer golf and camp program.
4. Develop, implement, and update program policies and procedures.
5. Assist in developing and adhering to the Program & Operating budget.
6. Report program metrics, operations data, and pertinent program data to the District Vice President
7. Provide recognition and awards for participants.

Volunteers

1. Develop a volunteer management system to ensure sufficient adult mentors and quality programming; including recruitment, training, recognition, and retention plans.
2. Develop written roles and responsibilities for volunteer positions.
3. Involve volunteers and golf professionals in the delivery of programs.
4. Recruit and train program staff to assist with and lead classes.

Parents:

1. Lead parent orientation programs.
2. Communicate with parents/participants through website, email, and mail.
3. Provide opportunities to engage parents in their children's learning and volunteer opportunities.
4. Provide opportunities for participant family members to learn the game of golf.

Community/ Network Outreach

1. Represent the Y of South Hampton Roads to the community and aid in fundraising, marketing, public relations and communication efforts.
2. Communicate with and submit documentation as required to The First Tee Home Office.
3. Network with local PGA/LPGA Professionals to promote and communicate programming.
4. Network with other Chapter colleagues and exchange best practice ideas.
5. Develop transition opportunities for outreach programs including NSP.

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning,



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assigning, and directing work; appraising performance; rewarding and disciplining employee and addressing complaints and resolving problems.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensure a high level of service with a commitment to changing lives. Provides volunteers/staff with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities (within the family center and off site locations). Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Supports the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Bachelor's Degree in the area of sports administration, business management, education, recreation or related field preferred.
- Demonstrate exceptional communication, fiscal management and managerial skills.
- Demonstrate a strong knowledge and skill of the game of golf.
- Knowledge of the standards of conduct and involvement established by the PGA/LPGA.
- The First Tee Level 1 Coach Certified or higher or able to achieve within the first 90 day of employment.
- Proven experience in supervision of staff, financial management, fundraising, and successful development of programs.
- Dynamic personality with understanding of team operations, development and implementation of programs, and strategic planning to produce results of goals.
- Experience in producing earned revenue.
- Charismatic, personable and motivational in working with youth, parents, adult volunteers and in the community.
- CPR/AED and First Aid certified or must receive within 30 days of hire.



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ENVIRONMENTAL FACTORS, PHYSICAL REQUIREMENTS:

- Must be able to lift and pull 50 pounds
- Must be able to stand or sit for long periods of time
- Must be able to sit, stand, stoop, kneel, run and climb unassisted.
- Must be physically able to successfully complete required certifications
- Must be able to perform the duties of direct reports

WORKING CONDITIONS:

Requires a person of maturity and good judgment, who can operate with a minimum of guidance from the District Vice President

- Requires ability to exercise appropriate independent judgment, to assess facts and issues, and make non-routine decisions regarding day-to-day operational problems and issues.
- Requires effective team-building and team-leadership skills.
- Must maintain cooperative, functional relationships with senior leadership team, peers, and subordinates.
- Must maintain positive, energetic attitude toward YMCA work, goals, and values.
- Must have ability to respond to emergencies 24 hours a day, and to travel as needed for operational management, including on-site presence in managing major operational problems.
- Must have superior oral and written communication skills and the ability to respond to a wide variety of constituencies, including staff, volunteers, members, program participants, vendors, community leaders, etc.
- Perform the duties of direct reports as needed.

ACCOUNTABILITY:

Accountable for completion of assigned goals as measured by the number of people served, cause driven measures, service satisfaction scores, operating results, financial stability of the YMCA at the Pines, and supervisor evaluation of assigned duties.

An offer of employment is contingent upon receipt of satisfactory results to meet minimum requirements for the position. They may include a background check, drug test, driver's license record, CPS, and/or Criminal Background check.

Additional driver's license check, CPS, criminal background check, alcohol, and/or drug testing may be required to be processed in the future in order to meet and/or maintain the requirements of this position.

CLOSING DATE OF APPLICATION AND SEND TO:

Submit on line application and **upload cover letter and resume in a single document** on the YMCA of South Hampton Roads Job Opportunities page by January 31, 2018 at www.ymcashr.org