



Employment Details

Position: Site Coordinator

Post Date: 10/19/2018

Chapter Name: The First Tee of Phoenix**Salary/Wage:** Negotiable**Location:** Greater Phoenix, AZ Area**Position Type:** Full Time with benefits**Job Category:** Coach**Preferred Education Level:** Bachelor's Degree**Career Level:** Mid**Preferred Certification Level:** First Tee Level 2 or higher**Job Description**

The Site Coordinator provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills and Golf Experience. The Site Coordinator is also responsible for implementing a Site Action Plan, to be approved by The Executive Director and, which focuses on the Recruiting and Retention of Members and Volunteers as well as coordinating at least one (1) Fundraising event at their assigned site each year. These efforts will be supported by The First Tee of Phoenix Executive Staff

Preferred Work Experience:

- Bachelor's Degree in the areas of sports administration, education, recreation or related field
- The First Tee Level 2 Coach or higher
- Demonstrate exceptional communication, fiscal management and managerial skills

Responsibilities

Instruction and Training:

- Will work with the Director of Coaching on developing approved programs
- Must become proficient in the TARGET program and the delivery of Player, Par, Birdie and Eagle modules
- Develop programs with oversight of the Sr. staff and implement The First Tee curriculum as outlined in The First Tee guidelines
- Coordinate registration, schedules, and lesson plans for clinics, workshops, and programs with other youth services organizations and schools
- Satisfy equipment needs for the programs
- Conduct “On-Course” orientations for participants
- Track participants’ information and progress
- Teach The First Tee Life Skills and Golf Experience and administer testing and certification
- Participate in regular parent meetings and clinics
- Create and implement off-season programs
- Develop a retention plan to move participants through the certification levels
- Make the game fun for juniors
- Provide a safe environment
- Maintain the quality of equipment and all instructional areas
- Provide club fitting and repair services when needed
- Involve volunteers and golf professionals in The First Tee Coach Program
- Assist in the development/selection of training aids and materials
- Recruit and train Golf Professionals to help with instruction
- Develop a volunteer support system to ensure recognition and longevity

Development and Community Outreach:

- Assist in developing and adhering to the operating budget
- Report program operations and information to the Sr staff and Executive Director
- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Encourage upper level youth to participate in tournament opportunities
- Participate in golf shows and tournaments
- Provide recognition and awards for local junior golfers
- Assist in the creation of promotional brochures to increase awareness of the facility
- Communicate with and submit documentation as required to The First Tee Home Office
- Network with other Chapter colleagues and exchange best practice ideas
- Conduct & coordinate one fundraising golf tournament with the host facility

Qualifications

- Bachelor's Degree in the areas of sports administration, education, recreation or related field
- The First Tee Level 2 Coach or higher
- Adhere to the standards of conduct and involvement established by the PGA/LPGA
- Experience in identifying and managing an instructional staff and volunteers Charismatic, personable, and motivational in working with youth
- Able to travel to attend Academies, Regional and Annual Meetings and training sessions

Benefits

- Individual Medical paid for by The First Tee of Phoenix
- Option for dental, vision, voluntary life and family plans

General

- Use this section to add any additional comments.

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

Contact Information

Chapter Name: The First Tee of Phoenix

Job Code:

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To apply for this position, please email your resume to the address above.