

# Desert Recreation District



# The First Tee Program Director

## Desert Recreation District

Desert Recreation District (DRD) was created in 1950 and is the largest recreation and park district in the state of California. Covering more than 1,800 square miles, DRD is responsible for over 30 recreational facilities throughout the Coachella Valley that include a golf course and driving range, swimming pools, community and fitness centers, sports fields, various parks, and open spaces.

DRD serves in excess of 380,000 residents in the incorporated communities of Palm Desert, La Quinta, Indio, Indian Wells, Rancho Mirage and Coachella, and the unincorporated communities of Thousand Palms, Bermuda Dunes, Indio Hills, Mecca, Thermal, Oasis, Vista Santa Rosa, 100 Palms, and North Shore.

### OUR MISSION

Desert Recreation District's mission is to enrich the quality of life for Coachella Valley residents by acquiring, developing, operating and maintaining community-focused parks and recreation systems and preserving them for future generations.

### OUR VISION

Through a community collaborative approach, DRD will be the regional provider of premier parks and recreation services in the Coachella Valley, ensuring all residents have equitable and barrier-free opportunities that contribute to the overall wellness of our communities.

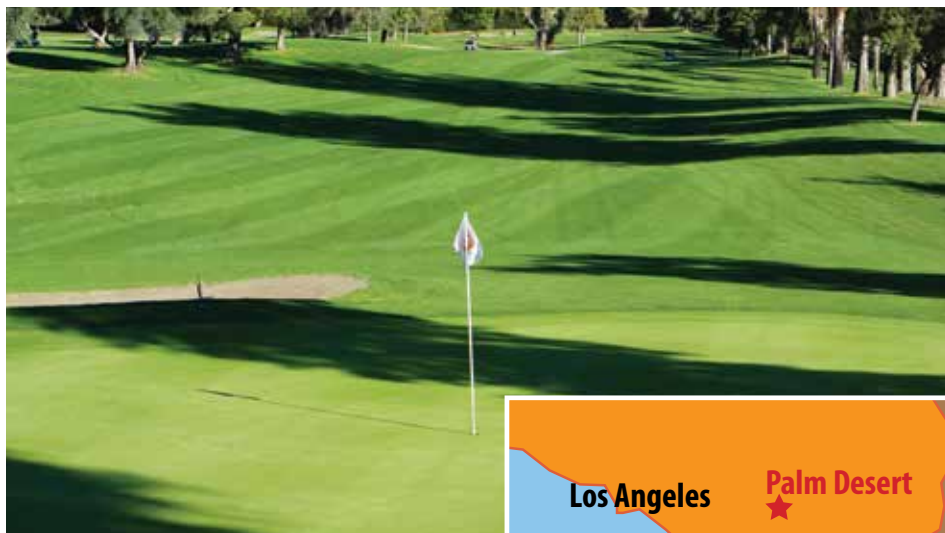
### OUR TEAM

DRD is governed by a five-member Board of Directors that determines policy. Board members are elected by residents and serve a term of four years. DRD's General Manager reports to the Board of Directors and oversees 41 full-time and approximately 350 part-time, seasonal and temporary team members.

### THE COACHELLA VALLEY

Located 100 miles east of Los Angeles, the Coachella Valley is situated in Riverside County in Southern California. Known as the Desert Oasis, the Coachella Valley is bounded on the west by the San Jacinto and Santa Rosa mountains and to the north by the Little San Bernardino Mountains, which includes the Chocolate Mountains, and is crossed by the San Andreas Fault.

Comprised of a collection of desert communities, the Coachella Valley offers an average of 360 days of sunshine, boasts 100+ golf courses - more golf courses per capita than anywhere else in the world – and has world-class dining and resorts. Known as a key destination and winter playground to vacationers and “snowbirds”,



the Coachella Valley provides residents and visitors with a wide range of recreational options that include outdoor activities and annual events that draw interest from around the world.

### THE GOLF CENTER AT PALM DESERT

The Golf Center at Palm Desert hosts a 9-hole, par-3 golf course, driving range, chipping and putting greens, lessons, and clinics. Centrally located in the Coachella Valley, The Golf Center is an affordable choice for both avid and recreational golfers. It is open seven days each week from 7 a.m. to dusk, offering incredible western mountain views and a place for residents and visitors to exercise and enjoy golf year-round.

### THE FIRST TEE OF THE COACHELLA VALLEY

The First Tee of the Coachella Valley, established in 2008 by Desert Recreation District, is one chapter of a national/international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and

economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity, and sportsmanship. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other junior golf programs. Since inception, The First Tee of the Coachella Valley has hosted more than 6,000 young people.

### COACHELLA VALLEY YOUTH GOLF FOUNDATION

The Coachella Valley Youth Golf Foundation is a 501(c) (3) non-profit organization responsible for raising funds on behalf of The First Tee of the Coachella Valley. The CVYG Foundation Board serve as The First Tee advisory board and works with DRD's General Manager, the Director of Golf and the Program Director in an advisory capacity to set strategies and fundraising priorities.



## THE POSITION

The mission of The First Tee is to impact local youth by providing educational programs that build character, instill life-enhancing values and promote healthy habits through the game of golf.

The Program Director is responsible for program and curriculum development. The focus is on implementing programs in a safe, nurturing, learning environment complete with trained coaches, volunteers, and knowledgeable course staff. The Program Director will assist the Director of Golf with long and short term plans; implementing processes, policies, and procedures geared towards the Organizations' strategic direction. This position requires strong communication skills, computer skills, written skills, strategic thinking, and time management skills.

### The Program Director is critical in:

- Volunteer Management: Utilizing a volunteer management system to ensure sufficient adult mentors and quality programming including recruitment, training, background checks, recognition, and retention plans;
- Outreach in creating strong partnerships for the National School Program (NSP) and DRIVE Program by establishing, monitoring, tracking, and supporting implementation within the school systems and other youth-serving organization partners;
- Creating Parent Partnerships by providing opportunities to engage parents in their child's learning and encouraging family members to learn the game of golf;
- Expanding the First Tee's visibility, reach and influence throughout DRD and the greater Coachella Valley;
- Effectively recruit, train, and motivate Life Skills Coaches, staff and volunteers involved in the success of the program;
- Represent The First Tee Coachella Valley Chapter to the community and aid in fundraising, marketing, public relations, and communication efforts.

The Program Director serves as a team leader that advocates in developing relationships with schools, youth organizations, parents, and volunteers throughout various communities of the Coachella Valley, and interacts with various organizations committed to supporting the programs.

## THE IDEAL CANDIDATE

Desert Recreation District seeks candidates who are strong managers with outstanding communication and interpersonal skills; optimistic with a 'can do' attitude; progressive, proactive and flexible; self-starting and effective leaders; and, can inspire a volunteer community, families and staff to create a strong team. The ideal candidate will have previous experience as a First Tee Program Director with the ability to coach all levels of The First Tee Life Skills Education Program; a PGA or LPGA credential; exceptional communication, fiscal management, and managerial skills. Possession of a Bachelor's Degree in sports management, professional golf management, recreation, or closely related field is required.

To be successful, the ideal candidate must be service-oriented, have excellent organizational skills and possess the ability to manage and coach staff, volunteers and parents. As a key manager within the DRD management team, significant and proven leadership, critical thinking and strong communication skills are required.

## COMPETENCIES AND PERSONAL CHARACTERISTICS

- Prior experience with The First Tee Life Skills Education Program, Coach Program and, certification process;
- Ability to oversee and execute the planning, development, organization, implementation, and evaluation of The First Tee program and operations;
- Be a proficient leader who is able to influence, motivate, coach and mentor with strong interpersonal skills;
- Be adept at developing program plans, financial budgets, contract negotiations, and operating procedures;
- Demonstrate at least three years' experience as a PGA of America or LPGA teaching professional;
- Ability to travel to attend Academies, Coach Training, Regional and Network Meetings.





## COMPENSATION AND BENEFITS

The salary range for this position is **\$47,474.49 - \$59,289.13**.

Although the full salary range for this position is provided, appointments are typically made at the minimum range and is also dependent on the qualifications and experience of the successful candidate.

DRD also offers an attractive benefits package with the following elements (our agency does not participate in CalPERS):

## BENEFITS

### COMPREHENSIVE BENEFIT PROGRAM

- Medical, Dental & Vision Insurance
- Life Insurance (1x annual salary)
- Accidental Death & Dismemberment (1x annual salary)
- Long Term Disability (60% of salary)
- Defined Contribution Retirement Plan
- Deferred Compensation Retirement Plan
- Medical Flexible Spending Account (Pre-Tax)
- Dependent Care Account (Pre-Tax)

### TIME OFF BENEFITS

- Holidays: 12 paid + 1 floating holiday annually
- Sick Leave: 12 paid sick days annually
- Vacation: 2 to 4 weeks, based on length of service
- Management Leave: 80 hours annually

### WORK/LIFE BENEFITS

- District Discounts
- Employee Assistance Program
- Team Member Referral Program
- Will Preparation Services

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

### RECRUITMENT

The final filing date is **October 10, 2019**. To be considered for this challenging and rewarding career opportunity, candidates are required to complete a DRD application and supplemental questionnaire and submit a cover letter and resume. Applicants will apply directly online from the DRD website at <http://myrecreationdistrict.com/about-us/careers>.

### EVALUATION

Application materials will be reviewed and evaluated. Candidates who demonstrate the experience, skills, education and, abilities required will continue through the recruitment process.

### ASSESSMENT

Candidates identified to move through the selection process may be asked to take a series of Assessment tests.

### INTERVIEW

Qualified candidates deemed to possess the skills to succeed in the position will be invited for interviews. The interview panel may consist of the General Manager, Assistant General Manager and a Representative from the DRD and its Advisory and Foundation Boards.

*\*Disclaimer: The District has the right to accelerate or extend the closing date of this position at any time depending upon the number of applications received. The District is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment programs and facilities. Women, minorities, and disabled individuals are encouraged to apply. The final candidate must pass pre-employment background, physical and drug screen.*

For more information about DRD benefits, visit:  
<http://myrecreationdistrict.com/about-us/careers>



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