

The First Tee of the Sandhills – Outreach & Partner Program Specialist

Our Mission

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.



Location

Office locations in Pinehurst and Fayetteville, NC with regional footprint

Reports to

The First Tee of the Sandhills Outreach & Partner Program Specialist reports to the Executive Director

Employment Status

Full Time Position, Hourly Pay

Job Summary

The First Tee of the Sandhills Outreach & Partner Specialist will be responsible for supporting the chapter by providing management of existing partnerships and development of new outreach programs in our Chapter Service Area. The primary purpose of these outreach programs is to introduce the First Tee of the Sandhills and the game of golf to young people in a way that will inspire while leading to the desire to continue participation. This individual will need to perform a variety of tasks in an effective and organized manner. This role will have the opportunity to develop task force(s) and committees of community volunteers to aid in support of the chapter's mission through volunteer and program needs.

Duties and Responsibilities by Area of Focus

Due to the nature of our organization, duties and responsibilities may change, or new ones may be assigned, at any time, with or without notice.

The First Tee National School Program (NSP)

Chapter Liaison for the First Tee National School Program (NSP)

- Oversee Enhancement, Development and Growth of current relationships with 67 NSP Facilities
- Work with the Sandhills Chapter market to grow NSP presence within our school systems, whether with currently licensed school or development into new school facilities
- Review current licensed school to determine if still a good fit for NSP program or prospect of moving license to another facility in their school system
- Maintain an ongoing, positive relationship with Physical Education teachers, School principals and student population

Tracking, Reporting and Inventory

- Maintain accurate records on NSP schools, participants, and instructors through First Tee participant database (Salesforce)
- Utilize in person visits and survey tools to track usage and feedback while implementing a good-better-how model for future engagement and success
- Track teacher turn over while ensuring online training is available for new teachers in contracted schools
- Ensure quality of equipment is maintained at each NSP facility while keeping an accurate inventory and providing additional supplies, as needed

Training and Program Support

- Provide continued education and training to NSP deliverers
- Organize and schedule support staff and volunteers, as needed, to deliver curriculum with Physical Education teachers

Special Events and Overall Chapter Engagement

- Coordinate and assist in the scheduling and delivery of Field Trips
- Develop annual NSP Challenge within school district(s)
- Create and track transition opportunities for students to continue to Life Skills Curriculum programs at green grass facilities

Youth Serving Outreach & Partnerships

- Identify and Cultivate new partnerships
- Create and implement impactful outreach programs
- Work with local outreach agencies to assist in the coordination of registration (Salesforce), schedules, transportation, retention opportunities, submission of youth served, and lesson plans for clinics, trainings and programs.
- Create, and improve, transition opportunities for students to continue to Life Skills Curriculum programs at green grass facilities
- Coordinate and assist in the scheduling and delivery of Field Trips
- Ensure sufficient mentors and coaches are in place to deliver programs
- Assist with reconciliation and annual survey efforts for all Outreach programs



Community Engagement

- Participate in community meetings and develop relationships with other community centers and non-profits
- As the primary representative for Outreach, promote The First Tee's mission, goals, purpose and programming throughout the Chapter Service Area to help recruit participants, sponsors, boosters and volunteers
- Organize and host information booths at student, community and non-profit events to promote Chapter programming opportunities and special events
- Support delivery of presentations to area service groups about the value of The First Tee
- Maintain annual community calendar, tracking engagement opportunities for upcoming months which could provide exposure with families, volunteers or donors

Overall Operations

- Provide detailed program metric reports to the Executive Director, Youth Services Committee and Board of Directors after each season and/or as requested
- Oversee the collection and tracking of participants' information and progress through The First Tee online participant database (Salesforce); maintain accurate records and submit seasonally
- Communicate with parents and participants verbally, through email and mail; ensuring that all parent requests, questions, comments and concerns are responded to in a timely manner
- Provide opportunities to engage parent's in their child's learning
- Create opportunities for participant family members to learn the game of golf
- Participate in Site (Green Grass Facility) and COP (Coach Observation Program) Evaluations
- Ensure a safe learning environment for all participants, coaches, and volunteers

Additional Responsibilities

- If no previous experience, must attend First Tee National Coach Training and complete Level I Certification requirements
- Network with other First Tee Chapters and exchange best practices
- Represent the chapter to the community and assist in fundraising and marketing
- Contribute to team in various other roles as presented
- Must be available to work varied and/or extended shifts, including days, evenings, weekends, and/or holidays

Preferred Qualifications

- Bachelor's or Associates Degree – preferably in the area of sport management, golf management, education, coaching, recreation or related field
- 1 – 3 years of Physical Education or Youth Serving Organization experience
- Demonstrate strong communication skills
- Proficient Computer and Written skills
- Strategic Thinking Skills
- Excellent organizational and interpersonal skills
- Proven ability to independently manage multiple tasks and priorities and meet challenging deadlines

- The applicant will be expected to exhibit excellent customer service skills, manage deadlines well, maintain a professional appearance and pay close attention to detail.
- Charismatic, personable, and motivational in working with youth
- Able to travel to attend academies, coach trainings, Regional and Annual meetings
- Previous experience in Salesforce or CRM database



Position Criteria

This position requires an individual to be a self-starter. Ability to express thoughts on how to achieve an end result and bring opportunities for fulfillment to the table. An individual that is able to embrace that the bar for organizational success is constantly growing and not stagnate. An individual that is a team player and lives the core values of the organization by example.

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, Judgment.

Salary/Wage: Commensurate with Experience

Applications will be accepted on an ongoing basis until a candidate has been identified. To apply for this position, please submit your cover letter and resume to:

Courtney Stiles

Executive Director – The First Tee of the Sandhills

cstiles@thefirstteesandhills.org