



EMPLOYMENT OPPORTUNITY

Program Director of The First Tee of West Virginia



The West Virginia Golf Association recently celebrated its 100th anniversary of promoting and preserving amateur golf in West Virginia. The WVGA serves many aspects of the games of golf in West Virginia. Projects include 15 state championships, The Callaway Junior Tour, Senior Series, Wendy's Amateur Tour and The First Tee of West Virginia. In 2011 and 2013 the WVGA was awarded the best growth in a mid-size association by the USGA-GHIN and in 2015 earned the Golden Tee Award for Outstanding Tournament Operations by the International Association of Golf Administrators.

This position of Program Director of The First Tee of West Virginia requires an individual with unwavering integrity, a passion for the game of golf and mentoring children, and the leadership skills to manage coaches and volunteers. Interpersonal and communication skills are vital as is the ability to maintain and identify funding sources and market the Association's benefits to its members and sponsors. A qualified candidate must possess excellent time and fiscal management skills. Most importantly, the Program Director must work collaboratively as part of a team with the WVGA and its many partners.

POSITION: Program Director of The First Tee of West Virginia

REPORTS TO: Executive Director, West Virginia Golf Association

SUPERVISES: Coaches, Program Volunteers

SALARY: Salary and incentive bonuses, commensurate with qualifications, education, and experience

BENEFITS: Major medical (Partial reimbursement for employee and family), paid vacation, cell phone reimbursement plan, clothing allowance, attractive retirement plan managed by Woodmen Life. Company vehicle for all organization travel.

TIMING: As Soon As Possible

LOCATION: Charleston, WV

PROGRAM DIRECTOR OF THE FIRST TEE OF WEST VIRGINIA

Expert golf knowledge is not a prerequisite, as The Program Director provides leadership to the program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills Experience. He / She is also responsible for the supervision of program operations, course access, policy implementation and safety of all programs operated by The First Tee of West Virginia. Additionally, he / she will implement and oversee the Youth Serving programs and opportunities available for young participants. The primary purpose of these programs is to introduce The First Tee and the game of golf to young people in a way that will inspire an interest and lead to continued participation.

ROLES AND RESPONSIBILITIES

GENERAL

- Promote The First Tee's mission, goals, purpose and programming throughout the state of West Virginia
- Oversee eight facilities that deliver The First Tee Life Skills Experience to youth ages 5-18
- Collaborate with Youth Serving Community Partners statewide
- Develop the operating budget for review by Executive Director and Finance Committee
- Manage the finalized budget including monitoring all receipts and disbursements
- Communicate with and submit documentation to The First Tee Home Office
- Network with other Chapter colleagues and exchange best practices

LIFE SKILLS EXPERIENCE (LSE)

- Coordinate registration, schedules and lesson plans for LSE and Youth Serving programs
- Track participants' information and develop retention plans to move them through the established and recognized certification levels
- Provide a safe environment for participants and maintain the quality of equipment at all LSE facilities
- Conduct Individual Program Overview assessments to ensure quality and consistency across the network
- Maintain volunteer database to include application/registration, interview, background check and training

YOUTH SERVING

- Create action plans to increase the number of schools and youth servicing organizations that participate while maintaining existing partner relationships
- Distribute and manage program equipment and supplies to program partners
- Organize and facilitate trainings for schools and youth servicing organizations
- Collect, enter and manage participant data
- Travel throughout West Virginia to visit program partners, meeting one on one with teachers, principals and program administrators

MARKETING / PUBLIC RELATIONS

- Developing marketing materials and represent The First Tee of West Virginia/WVGA at community events, meetings and conferences to promote chapter programming opportunities and events
- Create and execute annual Social Media calendar to maintain year-round social media presence
- Update and maintain all information on The First Tee of West Virginia chapter website
- Establish and develop media relations

**Please send letter of application, resume, and salary history to:
WVGA Executive Director, Brad Ullman – bullman@wvga.org**