



## **Job Description Program Director**

### **Chapter Overview**

The First Tee of Greater Tyler is one Chapter of an 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. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from many other successful junior golf programs and youth development programs through sport.

### **Mission Statement**

To impact the lives of young people by providing learning facilities and educational programs that promote character development and life enhancing values through the game of golf.

### **Reports to**

The Program Director reports to the Executive Director.

### **Supervises**

The Program Director supervises all coaches, program volunteers, and site coordinators.

### **Employment Status**

Full time, Exempt

### **Salary**

Commensurate upon experience

### **Job Summary**

The Program Director provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills Experience. The Program Director also is responsible for the supervision of daily program operations, course access, facility and fiscal management, policy implementation and safety of all programs operated by The First Tee of Greater Tyler

## **Roles and Responsibilities**

### Coaching:

- Must become proficient in the TARGET program and the delivery of PLAYer, Par, Birdie and Eagle levels through The First Tee Coach Program
- Develop programs and implement The First Tee Life Skills Education as outlined in The First Tee guidelines
- Coach The First Tee Life Skills Experience and administer The First Tee Certification process
- Make the game and experience fun for participants
- Provide a safe environment
- Conduct “On-Course” orientations for participants

### Program Scheduling:

- Coordinate registration, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
- Make available additional private lessons for participants and family members
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Provide club fitting and repair services
- Assist in the development/selection of training aids and materials

### Management/ Administration:

- Track participants’ information and progress through The First Tee online participant database (Salesforce); maintain accurate records and submit quarterly
- Develop retention and progression plan to move participants through the certification levels
- Develop, implement, and update program policies and procedures
- Assist in developing and adhering to the Program & Operating budget
- Report program metrics, operations data, and pertinent program data to the Executive Director and Board
- Attend meetings and advise Program Committee
- Provide recognition and awards for participants
- Encourage Birdie level youth and higher to participate in network benefits and opportunities

### Volunteers:

- Develop a volunteer management system to ensure sufficient amount of adult mentors and quality programming; including recruitment, training, recognition, and retention plans
- Develop written roles and responsibilities for volunteer positions

- Involve volunteers and golf professionals in the delivery of programs
- Recruit and train program staff to assist with and lead classes

Parents:

- Lead parent orientation programs
- Communicate with parents/participants through social media web site, email, and mail
- Provide opportunities to engage parent's in their child's learning
- Provide opportunities for participant family members to learn the game of golf

Community/ Network Outreach:

- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Participate in golf shows and tournaments
- Assist in the creation of promotional brochures to increase awareness of the programs and facility
- Communicate with and submit documentation as required to The First Tee Headquarters
- Network with other Chapter colleagues and exchange best practice ideas
- Develop partnerships with YMCA, Boys & Girls Clubs and schools
- Participate in leadership teams for The First Tee National School Program (NSP)
- Develop transition opportunities for outreach programs including NSP

Program Affiliates:

- Identify and recruit strategic program affiliate sites/locations within Chapter service area
- Create and maintain relationships with program affiliate partners
- Assess, operate and maintain high quality programs and operations at each site
- Effectively utilize access to golf course and practice areas

**Preferred Qualifications**

- Bachelors Degree in the area of sports administration, business management, education, human development, recreation or related field
- At least three years experience as a PGA of America or LPGA teaching professional
- Demonstrate exceptional communication, fiscal management and managerial skills
- Adhere to the standards of conduct and involvement established by the PGA/LPGA
- Experience in identifying and managing program staff and volunteers

- Charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings