



**First Tee of Orange County
Community Partnership Coordinator
(Outreach)**

Job Description

First Tee Overview

For more than 22 years, The First Tee has been using the platform of golf to provide innovative and experiential learning opportunities for young people. Character education and long-term life skills are at the heart of our programs, which are delivered by coaches who have been trained in positive youth development. 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. By engaging young people in a combination of life skills, leadership, and golf activities, they are also exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. First Tee offers character education programs at golf courses, elementary schools, and youth centers in 150 chapters in all 50 states and internationally. To learn more about First Tee please visit our website at the <https://thefirsttee.org>.

Chapter Overview

The First Tee of Orange County was established in 2013. We are more than a sports program. We shape the lives of young people throughout communities in Orange County providing character building and life skills lessons while promoting healthy eating habits through the game of golf. To learn more about First Tee of Orange County visit <https://www.firstteeorangecounty.org>.

Mission Statement

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.

Reporting Structure

The Community Partnerships Coordinator reports to the Program Director.

Job Summary

The Community Partnerships Coordinator will be primarily responsible to lead the creation, delivery, and oversight of outreach for programs within the Chapter's service area at locations such as: Boys & Girls Clubs, YMCAs, National School Program sites, and various Parks and Recreation locations. 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 and interest them to continued participation in the First Tee program.

Roles and Responsibilities

Community/ Network Outreach:

- Develop partnerships with after school programs such as YMCA, Boys & Girls Clubs and elementary/middle school after school programs
- Develop transition opportunities for outreach programs including National School Program into the athletic programs and/or after school programs on site
- Communicate with and submit documentation as required to First Tee Home office through the program director
- Network with Orange County staff and other chapters to exchange best practice ideas
- Participate as directed in special events including tournaments

Program Scheduling/Execution:

- Work with target outreach agencies including national school programs in school districts to assist in the coordination with registration, schedules, transportation, retention opportunities, submission of youth served and lesson plans for clinics, trainings, and programs
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials
- "Train the trainer" of the staff of the after school programs that will implementing the programs to their participants
- Schedule follow up/check in visits to ensure the program is being taught and equipment being used effectively

Management/ Administration:

- Develop retention and progression plan to move participants through the certification by level
- Work with director of programs to assist in developing, implement, and updating 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 Director of program, attend meetings and advise staff associated with programs
- Provide recognition and awards for participants
- Collect, enter, and manage information by using Salesforce software.

Volunteers:

- Assist program director to coordinate sufficient adult mentors and quality programming; including recruitment, training, recognition, and retention plans
- Involve volunteers and golf professionals in the delivery of programs
- Work with community agencies and school districts to recruit and train program staff to assist with and lead classes

Qualifications

- Interest in golf and passion for youth development
- Ability to train and coach golf related programming and classes
- Demonstrate exceptional communication, interpersonal relations and organizational skills
- Demonstrated experience in a “customer oriented and customer service” culture and environments
- Charismatic, personable, and motivational in working with youth and volunteers
- Adhere to the standards of conduct and involvement established by First Tee
- Experience in identifying and working with program staff and volunteers
- Resides in Orange County
- Able to travel to meet with outreach agencies, schools, trainings, chapter and Network Meetings as required

Education

Bachelor’s Degree in sports administration, business management, education, recreation or related field preferred.

Additional Position Criteria

An excellent command of the English language, both verbally and written, is required.

The individual must also successfully complete a pre-employment Criminal Background Check and adhere to the Chapter’s Compliance Program policies/procedures concerning Conflicts of Interest and related matters.

Position Location

The position is based at FTOC’s Main Office at the Dad Miller Golf Course, Anaheim, CA, with additional travel to the chapter after school program sites throughout the county as needed. Living in Orange County highly desirable.

Compensation

The Compensation is commensurate with experience and qualifications.

Please submit your resume and other relevant information to Wendy Cullen, Executive Director: wendy@thefirstteeoc.org. No phone calls please.