



First Tee of Orange County Program Director

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.

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 Program Director reports to the Executive Director. He/she also provides routine program updates to the Board of Directors and, as requested, to the Home Office of The First Tee.

Supervision

The Program Director manages all coaches, program volunteers, and community partnership coordinators.

Job Summary

The Program Director provides strategy, vision and leadership to the program development and curriculum by planning, promoting and scheduling instruction in accordance with 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 First Tee of Orange County. He/she works collaboratively with the paid and volunteer staff of the Chapter, as well as the Board of Directors and community representatives in an effort to advance the organization's mission by expanding the number of sites where Orange County's youth may be served. He/she serves as an ambassador and steward of the organization by incorporating its Core Values into all programs, special events, fundraising activities and other opportunities to represent the organization to the general public.

Ideal Candidate

The Orange County Chapter of First Tee seeks candidates who are strong leaders with outstanding communication and interpersonal skills; high energy, with a "can do" attitude; proactive and flexible in an environment of change, a critical thinker, customer service friendly, and solution oriented. The ideal candidate will have a high level of integrity who lives the nine core values of First Tee, will be passionate about teaching and mentoring youth and enjoys inspiring a volunteer community, engaging parents and participants' families, and excited about motivating, coaching and inspiring their team. The ideal candidate will work collaboratively and partner closely with the Executive Director with achieving chapter key performance metrics and organization benchmarks.

Roles and Responsibilities

Coaching:

- Must be or become, within a time period determined by chapter leadership, 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
- Recruit, hire, motivate and train potential candidates to expand coaching staff based on seasonality, expanded funding or site expansion opportunities
- Administer quarterly lead instructor observations

- Set goals and expectations with each employee while reviewing progress throughout the year providing feedback for improved performance and developing staff retention and succession plans

Program Scheduling:

- Coordinate registration, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
- Create and implement off-season and supplemental programs
- Plan and satisfy equipment needs for the programs; minimize equipment loss or theft
- Maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials
- Collaborate with golf industry and community leaders to identify expansion sites in areas of the county with high demand for the chapter's services

Management/Administration:

- Develop optimal schedule for coaches, by location based on participant demand and facility availability and track/verify coaches' hours in order to allocate them to the appropriate program or funding source
- Track participants' information and progress through The First Tee Salesforce portal; maintain accurate records
- 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, Board of Directors and/or the Home Office of The First Tee as requested
- Attend meetings and advise Board Committees
- Provide recognition and awards for participants
- Encourage Birdie level youth and higher to participate in network benefits and other First Tee regional or national opportunities
- Oversee social media postings and chapter website maintenance
- Complete monthly expense report in a timely manner
- Report bi-monthly staff payroll to Executive Director
- Manage special events for parents/volunteers (i.e. Holiday party, parent/junior tournaments)

Volunteers:

- Develop a volunteer coaching structure to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition and retention plans
- Create an active volunteer committee focused on projects and activities to support the chapter
- Develop written roles and responsibilities for volunteer positions
- Involve volunteers and golf professionals in the delivery of programs
- Recruit and train volunteers to assist with and lead classes

Parents:

- Lead parent orientation programs
- Communicate with parents/participants through web site, email and mail
- Provide opportunities to engage parents 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
- 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 Home Office
- Network with other Chapter colleagues and exchange best practice ideas
- Develop partnerships with Boys & Girls Clubs and other after school programs
- Develop transition opportunities for outreach programs including DRIVE

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

Qualifications

- Bachelor's Degree in sports administration, business management, education, recreation or related field
- Prior experience with or knowledge of The First Tee a plus
- At least three years-experience as a PGA of America or LPGA teaching professional preferred
- 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
- Ability to use personal vehicle to travel throughout Orange County, CA (according to the chapter's mileage reimbursement policy)
- Lives in one of the communities in Orange County preferred

Additional Position Criteria

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

Resident of Orange County, CA preferred.

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 TFTOC's Main Administrative Office, Anaheim, CA, with additional travel to the chapter's sites throughout the county as needed.

Employment Status

Full time, Exempt Position

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.