



Job Description Program Manager

First Tee of Greater Philadelphia

To positively 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

Program Director.

Supervises

The Program Manager oversees all community partnerships, programs at walnut lane and programs in Chester

Employment Status

Full time

Job Summary

The Program Manager works with the Program Director to assist in providing leadership to all First Tee programs and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills Experience, DRIVE curriculum and NSP Program

Roles and Responsibilities

Programming:

- Coach First Tee program classes and administer First Tee Certification process
- Grow program enrollment for kids and fun for participants
- Manage programs and locations to ensure a safe environment
- Manage and oversee all programs at Walnut Lane Golf Club
- Manage all community partnership relations to includes schools, camps and YSO's
- Schedule visits to community partner locations for coaches
- Schedule field trips at green grass facilities with all community partnerships
- Schedule coaches to lead initiatives with community partners
- Manage equipment needs for the programs
- Identify and recruit strategic program affiliate sites/locations within Chapter service area
- 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 (LSE) as outlined in The First Tee guidelines
- Create and maintain relationships with program affiliate partners
- Effectively utilize access to golf course and practice areas

Management/Administration:

- Oversee all facility responsibilities at Walnut Lane Golf Club
- Assist in developing retention and progression plan to move participants through the certification levels
- Assist in developing and adhering to the Program & Operating budget
- Report program metrics, operations data, and pertinent program data to the Program Director
- Manage recognition and awards program for participants
- Encourage Birdie level youth and higher to participate in network benefits and playing opportunities
- Play golf with all students Birdie level or higher
- Assist in managing all volunteers and golf professionals in the delivery of programs
- Recruit and train personnel to lead program classes
- Provide opportunities to engage parents in their child's learning
- Provide opportunities for participant family members to learn the game of golf
- Work pro shop counter on Sunday's
- Manage pro shop staff to be sure the facility is clean, stocked and presentable

Preferred Qualifications

- Bachelor's Degree in the area of sports administration, business management, education, recreation, or related field
- Experience The First Tee Life Skills Education Coach Program
- Demonstrate exceptional communication, fiscal management and managerial skills
- 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

Please send cover letter, resume, and references to:

Rebecca Caimano
Program Director
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