



## **Employment Opportunity:**

### **Program and Tournament Director**

#### **The First Tee Overview**

The First Tee of Tucson 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.

#### **Chapter Overview**

The First Tee of Tucson was established in 2006 through the efforts of the Tucson Conquistadores, a local civic group established in 1962. The Conquistadores partnered with the PGA TOUR and the City of Tucson to bring The First Tee program to the Trini-Alvarez El Rio Golf Course. The Conquistadores have raised over \$36 million for youth athletic programs in Southern Arizona, primarily through hosting PGA TOUR golf events.

The Tucson community boasts a long and successful history in junior golf. In fact, The Tucson Conquistadores was considered a pioneer in the development of junior golf when they partnered with the city of Tucson and volunteer golf professionals in the 1960s to provide youngsters free golf instruction and course privileges at municipal courses. The First Tee of Tucson has taken this concept leaps forward.

Children from every corner of the community, especially disadvantaged children, can be recruited and their needs accommodated. The Conquistadores Youth Golf Fund funds and operates the program. Minimal staff is on site providing proven mentoring and life skills programs developed by The First Tee with the assistance of trained volunteers. The home of The First Tee of Tucson is located at the city of Tucson's Trini Alvarez-El Rio Golf Course, 1400 W. Speedway. The course enjoyed a \$2.9 million renovation effort as the result of a partnership between the city, Tucson Conquistadores and The First Tee.

Improvements also included making the facility more accessible for youth play. Additions included adding junior tees to each hole; adding three junior training holes on the driving range; and a junior practice area on the course. The Tucson Conquistadores built The First Tee of Tucson Learning Center which opened in October 2009.

The First Tee of Tucson is the home of the Tucson Conquistadores Junior Golf Program, hosting 20 junior golf tournaments on a yearly basis. Formerly known as the Southern Arizona Junior Golf Association (SAJGA) and the Ricki Rarick Junior Golf Program.

The First Tee of Tucson participates in the PGA Southwest Section Southern Chapter PGA Jr League Spring & Fall seasons, hosting 4 teams out of El Rio Golf Course.

### **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.

### **Reports to**

The Program Director reports to the Executive Director.

### **Supervises**

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

### **Employment Status**

Full time, Exempt

### **Job Summary**

The Program Director provides leadership and management of program and curriculum development, planning, promoting and scheduling programs in accordance with The First Tee Life Skills Experience. The Program Director also is responsible also 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 Tucson. This position may require 40 or more hours a week. The Program Director oversees the Tucson Conquistadores Junior Golf Program, PGA Jr League and PING Interclub.

### **Roles and Responsibilities**

#### Coaching:

- Complete and remain active in The First Tee Coach Program
- Develop lesson plans and deliver The First Tee Life Skills Experience
- Deliver and administer The First Tee Certification process
- Provide a safe environment; certified in CPR and sports first aid
- Develop trained coaches to deliver the Life Skills Experience

#### 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 (from qualified staff members) 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; 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
- Implement Risk Management and Child Safety 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 and register players to participate in network benefits and opportunities

#### Volunteers:

- Develop a volunteer management system to ensure sufficient 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
- Evaluate and provide feedback to coaches and volunteers on their performance to create a culture of "Continuous Learning" and improvement

#### Parents:

- Lead parent orientation programs
- Communicate with parents/participants through 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 community events
- 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 Home Office
- Network with other Chapter colleagues and exchange best practice ideas
- Develop partnerships with YMCA, Boys & Girls Clubs and other youth serving agencies
- Participate in leadership teams and community meetings for The First Tee National School Program (NSP) and DRIVE locations
- Develop transition opportunities for outreach programs including NSP, DRIVE and TARGET

#### Program Locations:

- Identify and recruit strategic program sites/locations within Chapter service area
- Currently operate locations at El Rio, The Country Club of Green Valley, Randolph Golf Course, Sewailo, Rolling Hills Golf Club, Crooked Tree Golf Course, Del Lago, El Conquistador and Forty Niner Country Club
- 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
- Routinely visit sites to assess consistency and quality of program and curriculum delivery, ensuring consistent delivery across all sites.

#### Tournament Director:

- Responsible for managing and overseeing the Tucson Conquistadores Junior Golf Program.
- Plan, develop and execute operational activities inclusive of tournaments, member events and employee and volunteer engagement.
- Manage relationships and procurement processes with external partners/vendors to coordinate material and resource allocation to satisfy operational needs
- SAJGA Series – one tournament per month on a weekend between the months of January-May and August-December
- Ricki Rarick Series – 7 tournaments between June-July, not including (1) Adult/Junior team tournament
- Perform administrative functions and computer scoring operations Become proficient in using golf-specific software (Bluegolf) to generate groupings, scorecards, leader boards, scoring and reporting
- Report all scores to Junior Golf Scoreboard
- Recruit volunteers and golf professionals for tournament day assistance
- Educate and communicate with Southern Arizona junior golf community (Southern Chapter PGA, golf courses, stores, families) on a regular basis about upcoming events

#### Player Development

##### PGA Jr League

- Participate in Spring/Fall Seasons within the PGA Southwest Section Southern Chapter
- Maintain a minimum of 4 teams out of El Rio Golf Course
- Along with other PGA Golf Professionals, create the league schedule

- Oversee Sports Engine PGA Jr League website to update calendar, gather RSVP's and upload match results
- Teach juniors the league rules
- Coach juniors throughout practices
- Recruit and retain volunteer coaches

#### **Preferred Qualifications**

- Bachelor's degree in the area of sports management, business management, education, recreation or related youth development field
  - Demonstrate exceptional communication, fiscal management and managerial skills
  - Adhere to the standards of The First Tee Code of Conduct and Nine Core Values
  - 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
- 

#### **Our benefits include:**

- Competitive Salary and bonus structure
- Medical/Dental/insurance
- Paid time off
- Simple IRA with employer match (after one year of employment)

All interested applicants please email a cover letter, resume and a minimum of 3 professional references to [judymcd@tucsonconquistadores.com](mailto:judymcd@tucsonconquistadores.com) with the subject line:

The First Tee of Tucson – Program Director Position

#### **NO PHONE CALLS PLEASE**

Judy McDermott, Executive Director  
Tucson Conquistadores Inc.  
6450 E. Broadway Blvd.  
Tucson AZ 85710

Position is open until filled.

All candidates are subject to a background check, drug screening, and pre-employment physical.