Chapter Overview
First Tee of the Upstate is one Chapter of an international non-profit youth initiative called First Tee. 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. First Tee Life Skills Experience is the unique component that sets First Tee apart from many other successful junior golf programs and youth development programs through sport.

Mission Statement
First Tee of the Upstate is a nonprofit organization dedicated to impacting the lives of young people in Anderson, Cherokee, Greenville, Pickens and Spartanburg counties by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf. Offering programs specifically designed for young people ages 5 to 18, the organization impacts the lives of over 60,000 Upstate area youth each year.

Reports to
The Director of Player Development reports to the Program Director.

Employment Status
Full time, Exempt

Job Summary
The Director of Player Development will create and establish new programs within the chapter which will retain and progress participants through First Tee programming. Their focus will be on coaching and supporting the Program Director on initiatives that will create a lasting impact on the lives of the young people that we serve. They will also be responsible for daily program operations, course access, policy implementation and safety of all programs operated by First Tee of the Upstate.

Roles and Responsibilities

Coaching:
- Must become proficient in the TARGET program and the delivery of PLAYer, Par, Birdie, Eagle, and Ace levels through the First Tee Coach Program
- Develop programs and implement First Tee Life Skills Education as outlined in First Tee guidelines
- Coach First Tee Life Skills Experience and administer First Tee Certification process
- Create lesson plans that match the life skills objective with fun games and experiences for participants
- Provide a safe environment
- Make available additional private lessons for select participants

**Additional Program Offerings:**
- Partner with other Youth Golf Organizations to offer our participants additional golf programming offerings. Meet with Program Locations to set-up additional program offerings, tournaments, etc. that will create an environment of continued learning:
  - PGA Junior League
  - Drive, Chip & Putt
  - PGA Family Cup
  - USGA/LPGA Girls Golf Program
  - Youth On Course
  - South Carolina Junior Golf Tours
  - US Kids
  - Hurricane Junior Golf Tour
  - Peggy Kirk Bell Girls Golf Tour
  - Etc.
- Assist First Tee staff on PGA Junior League Team housed within First Tee of the Upstate
- Assist First Tee staff to create an Ace Level Program for participants to experience different areas of the golf industry and service our community
- Lead the chapters STEMLinks Programming including the Annual STEMLinks Summer Camp and STEMLinks Field Trips
- Help with staff on off-season and supplemental programs for Birdie and above participants
- Encourage PLAYer level youth and higher to participate in network, regional and local opportunities
- Help create opportunities for Youth Serving Organizations (Kroc Center, Boys & Girls Club, YMCA’s, Recreation Centers, etc.) that will allow them to participate in the above additional program offerings

**Management/ Administration:**
- Aid in the implementation of coach trainings
- Aid in tracking participants’ information and progress through First Tee online participant database (Salesforce) and (Progression Reports); maintain accurate records
- Aid in the development of a retention and progression plan to move participants through the certification levels
- Report program metrics, operations data, and pertinent program data
- Attend and present at Board and Advisory Council meetings when needed
- Assist in developing and adhering to the Program & Operating budget
- Provide recognition and awards for participants
● Satisfy equipment needs for the programs
● Maintain the quality of equipment
● Assist in the development/selection of training aids and materials
● Assist the Executive Director with tracking club donations and processing them through our partnership with PGA Trade-In
● Assist the Executive Director with tracking donations by inputting donations into our donor database, eleo
● Communicate with and submit documentation as required to First Tee Home Office

Volunteers:
● Develop a volunteer management system with local PGA/LPGA Members to ensure sufficient adult mentors and quality programming; including recruitment, training, recognition, and retention plans
● Develop written roles and responsibilities for PGA/LPGA volunteer positions
● Recruit and train PGA/LPGA program volunteers to assist with and lead classes

Parents:
● Help lead parent orientation programs for PLAYer and above levels within the chapter
● Communicate with parents/participants of PLAYer and above levels through in-person meetings, web site, email, and mail
● Provide opportunities to engage parents of PLAYer and above participants in their child’s learning
● Provide opportunities for participant family members to learn the game of golf

Community/Network Outreach:
● Represent the Chapter in the community
● Aid in the creation of promotional brochures to increase awareness of the programs administered
● Network with other Chapter colleagues and exchange best practice ideas
● Assist the Executive Director in fundraising, marketing, public relations and communication events and efforts when needed

Preferred Qualifications
● Bachelors Degree in the area of sports administration, business management, education, recreation or related field
● Recognized First Tee Coach with three years experience in The First Tee Network as staff or an alum of the program
● At least three years experience as a PGA of America or LPGA teaching professional/associate
● Demonstrate exceptional communication, fiscal management and managerial skills
● Adhere to the standards of conduct and involvement established by The First Tee, PGA and LPGA
Charismatic, personable, and motivational in working with youth and volunteers
Ability to multitask and reprioritize duties on an ongoing basis
Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings
A flexible schedule, with availability to work some weekends and evenings
Able to travel throughout the service area of the chapter (Upstate of South Carolina)
Ability to be outside in all weather conditions and transport/lift/roll equipment that may be upwards of 30lbs.

Salary and Benefits
Compensation range will include a base salary, health insurance stipend/coverage and a bonus provided based on yearly performance goals
10 Paid Vacation Days
Major Holidays Off
Cell phone stipend
Mileage reimbursement
Full payment of successful completion of PGA or LPGA Education and Dues
The First Tee of the Upstate clothing provided

Application Instructions
Please send a cover letter, resume and three references to Michael Pius, PGA Executive Director by email (mpius@thefirstteeupstate.org) by Wednesday, July 1st at 5PM.

Contact Information
Michael Pius, PGA
Executive Director
mpius@thefirstteeupstate.org
www.firstteeupstate.org