Community Impact & Volunteer Coordinator

Reporting to the Executive Director, the Community Impact & Volunteer Coordinator is responsible for all aspects of the chapter’s community initiatives and ensuring the entire chapter has adequate volunteer capacity. This individual will work with the Executive Director to represent the Chapter in the community.

Community Impact:

- Partner with the Executive Director (ED) to ensure the chapter is penetrating and saturating all parts of the chapter’s service area with NSP and DRIVE programs while overseeing NSP and DRIVE programs in their entirety.
  - NSP= National School Program: curriculum delivered by PE teachers in elementary schools
  - DRIVE= Develops Rewarding Inspiring Values for Everyone: Curriculum delivered by youth leaders in after-school centers like Cincinnati Recreation Commission (CRC) Recreation Centers or Boys & Girls Clubs.
- Build and manage relationships with school administrators and leadership of local youth serving agencies. Initiate and grow partnerships with other youth-serving organizations and schools in the Chapter service area, especially to implement DRIVE and NSP programming to achieve strategic plan goals.
- Lead implementation of the First Tee National School Program in the Chapter’s service area, including educator orientation and follow-up to assess program delivery. Ensure activities that support continued delivery of the program consistently despite potential educator turnover.
- Develop and spearhead transition opportunities and field trips to bring participants to the golf course.
- Track curriculum training completion, maintaining accurate reporting and documentation in Salesforce that fully reflect Chapter’s reach. Complete Good Better How surveys upon the completion of each partner’s delivery.

Volunteers:

- Develop a volunteer management system to meet the needs of Chapter programs, including responsibilities, recruitment, training, recognition, and retention plan. Mail official welcome packet to new volunteers; develop an annual engagement and retention plan for existing volunteers.
- Involve volunteers in the delivery of Life Skills Experience programs and encourage them to continue engagement with the program. Ensure adequate LSE class
coverage throughout the year for volunteer needs provided by the Curriculum and Participant Engagement Manager.

- Maintain excellent communication with volunteers through regular telephone calls, informing them of schedule changes, additions to the program and special events.
- Ensure volunteers associated with the Chapter comply with its policies and procedures including but not limited to Background checks, SafeSport Training, etc.
- Coordinate holiday activities and special events for volunteers as required.

**Additional responsibilities:**

- Make sure volunteer assignments are made to adequately cover LSE classes. The schedule will be provided by the Curriculum and Participant Engagement Manager.
- Maintain records of Head Coaches who have completed their annual background check and Safe Sport Act training. Provide outstanding list so that the Curriculum and Participant Engagement Manager can follow-up to ensure completion.
- Assist with Class Supplies, Inventory Management and Coach Box preparation each session and in the off-season.
- Serve as the chapter’s primary liaison for club and item donations. Ensure items are sorted, allocated and that proper follow-up with in-kind donors is completed.

**Requirements:**

- At Chapter expense, complete at a minimum Level 1 of First Tee Coach Training within one year and maintain “active TFT Coach” status annually.

**Preferred Qualifications:**

- Bachelors degree in the area of sports administration/management, coaching/education, social work, recreation or related field
- Candidates should ideally have knowledge or experience working with school districts, individual schools and teachers and/or youth development organizations such as the YMCA, Boys & Girls Clubs, etc.
- Demonstrate management, communications skills, and be incredibly organized
- Personable, outgoing demeanor, able to lead and motivate

**General**

The Community Impact & Volunteer Coordinator is part-time, averaging up to 25 hours/week.

Benefits: Generally flexible work schedule, including some work-at-home hours, determined by mutual agreement; paid vacation commensurate with the employee handbook and 10 holidays. 401K with chapter match opportunity.

References on request. Hiring will be subject to completion of successful background check. To apply, email resume and cover letter to Alicia Lawrence, Executive Director- alicia@firstteegcnky.org.