



**Job Announcement
Director of Golf Operations**

Chapter Overview

First Tee of the Triangle is one Chapter of a national 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 & Golf Experience is the unique component that sets First Tee apart from many other successful junior golf programs.

Mission Statement

Our mission is 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 Director of Golf Operations reports to the President/CEO

Job Summary

The Director of Golf Operations executes all aspects of the Triangle Golf Complex operations and implements all company policies and procedures. Major responsibilities include, but are not limited to, managing the day to day operations of the driving range and practice facilities, executing and/or overseeing all necessary maintenance for the facility, providing exceptional customer service to all patrons, and supporting First Tee Life Skills program lesson delivery.

Roles and Responsibilities

Facility Operations

- Manage the day to day operations of the driving range and practice facilities
- Process payments and donations received by customers and keep accurate records of all activity
- Collect and clean range balls to ensure adequate inventory at all times
- Provide professional services to both the general public and First Tee participants as needed
- Oversee part-time and volunteer employees assisting with facility operations
- Drive revenue to the facility by creating community engagement opportunities and ensuring a first-class practice experience for all customers
- Work with First Tee colleagues to create greater awareness for the First Tee facility through an improved marketing and communications strategy
- Collaborate with the program team to develop program schedules throughout the year that engage a variety of program offerings throughout the year including camps, after-school programs, outreach initiatives, etc.

Facility Maintenance

- Conduct regular maintenance on the facility including regular grass cutting of the property and the driving range area
- Be proactive in maintaining and improving the beautification of the property
- Repair minor facility maintenance issues and report any major issues to the CEO in a timely fashion

Coaching/Program Delivery:

- Become proficient in all levels of program delivery through utilizing First Tee training resources
- Lead and/or assist in the delivery of the First Tee Life Skills Experience when able
- Provide a safe and fun experience for all participants
- Offer individual lessons as able to provide

Preferred Qualifications

- Minimum of a Bachelor's Degree in the area of professional golf management, sports administration, business management, education, recreation or related field
- Must have 1-3 years of experience in golf club or business management
- Demonstrated ability to run a professional, efficient, high quality, service-oriented operation
- Must possess excellent written and verbal communication skills
- Must be highly organized, efficient and detail oriented
- Must have excellent interpersonal skills
- Must be proficient in the use of a computer
- Must have supervisory and coaching experience
- Must have a strong business aptitude and passion for the golf business
- Able to work evenings and weekends
- LPGA/PGA Experience desired but not necessary

Please submit your cover letter, resume, and three references to b.baker@thefirstteetriple.org.