

Program Coordinator

Job Description

Position Title:	Program Coordinator
Division/Department:	Programs, Admin
Reports to:	Director of Programming (PD)
FLSA Classification & Position Type:	Exempt / Full time
Supervisory Position:	Administrative Supervisory
Location:	Administrative Office and First Tee – Greater Richmond Golf Facilities

JOB SUMMARY

First Tee – Greater Richmond (FTGR) is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment.

The Program Coordinator (PC) is responsible for assisting in program and curriculum development, planning, promoting, program scheduling and recruitment of instructors and volunteers in accordance with the First Tee Life Skills Experience. This is to include fiscal management, policy implementation and safety of all programs operated by First Tee of Greater Richmond. The PC is also responsible for coaching programs at programming facilities. This position helps maintain the goals of the organization's strategic plan and may be involved in other FTGR projects, as needed.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Management/Leadership

- Lead by articulating the vision and mission to the department staff; provides administrative management and leadership to accomplish strategic and tactical goals through effective communications, coaching, training, and development.
- Maintain FTGR Salesforce Database and provide reporting as needed for programming measurement and evaluation
- Manage programming registration through Salesforce Database
- Assist and grow programming and LSE Certification classes at all FTGR programming facilities.
- Assist with training for volunteers, mentors, and coaches of FTGR
- Assist with implementing facility usage and maintenance plan to coordinate the use of FTGR programming facilities
- Assist with coordination and recruitment of (program) volunteers, mentors, coaches (all levels) and interns who help to facilitate in the delivery of LSE classes
- Assist with and coordinate other part-time staff assigned to programming
- Develops relationships with program participants, families, community partners, and operational staff
- Communicate and ensure all youth are aware of national opportunities provided by First Tee Headquarters
- Collaborate closely with PD in identifying potential programming partnerships and coordinating programming with partnerships.

Communications/Public Relations

- Provide weekly programming "news" to Director of Marketing and Events to be broadcasted throughout the FTGR network, website, press releases, e-newsletters, etc. News should include stories about your youth, coaches, mentors, special events, etc.
- Create social media content in coordination with Director of Marketing and Events

Programming/Youth Services

- Maximize annual calendar of programs to encourage progression and retention of participants
- Partner with PD and Player Development Instructor in finding ways to convert NSP youth into registered participants in FTGR Programs.
- Oversee implementation of FTGR curriculum and reporting
- Work with PD and Player Development Instructor to establish special events and tournament series for youth in FTGR program
- Maintain proper student to coach/mentor ratios
- Act as point of contact onsite at programming sites if PD or Player Development Instructor is not present during specific class times.

Financial Responsibility

Assist the PD with developing and operating within programming budget

JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)

- Requires a Bachelor's degree in non-profit management, business administration, professional golf management, education or other related field
- Valid Driver's License
- Effective and proactive team communication, facilitation, problem solving, and decision making.
- Experience in interpersonal relations, coaching, or facilitating youth programs
- Experience in identifying and working with program staff and volunteers

- Charismatic, personable, motivational in working with youth, coaches, and volunteers
- Able to travel and attend academies, coach trainings, Chapter, Regional, and Network meetings.
- Experience with Salesforce or managing CRM systems
- Skilled with Microsoft Word, Excel, and Outlook, as well as experience with standard office equipment.

OTHER INFORMATION AND EXPECTATIONS

- Maintains adherence to the organization’s policy on confidentiality in all matters regarding personnel, financial, volunteer, and other business information about the organization.
- Seeks and participates in continuing education or professional development related to the position, the organization, or both.

WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS

This position is performed in a traditional office environment and will require the individual to travel to First Tee – Greater Richmond golf facilities including:

- The Elson Redmond Memorial Driving in Richmond, VA
- The Tattersall Youth Development Center at First Tee Chesterfield Golf Course in North Chesterfield, VA.
- Belmont in Henrico, VA

Typical days and hours of work are Monday through Friday, 9:30 a.m. to 5:30 p.m. Evening and weekend work will be required as job duties and business demand.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to control computer mouse, type or write; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

EEO STATEMENT

First Tee - Greater Richmond provides equal employment opportunities (EEO) to all employees and applicants and does not make employment decisions because of or on the basis of race or traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, including lactation, age (40 years of age or older), national origin, disability, marital status, veteran status, or any other basis prohibited by federal, state, or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. First Tee – Greater Richmond reserves the right to modify the scope of this position. Factors that may affect this position include, but are not limited to, those related to business needs, organizational structure, industry trends, and individual skills and performance.

Acknowledgment Signatures

This job description has been approved by all levels of management:

Supervisor_____

Employee signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

File: Personnel Folder

Version: 2020