



Employment Details

Position: Assistant Program Director - Life Skills Experience Post Date: 11/2/2020

Chapter Name: The First Tee - Metro Atlanta

Salary/Wage: Commensurate with experience **Location:** Atlanta, GA

Position Type: Full Time Exempt **Job Category:** N/A

Preferred Education Level: Bachelor's Degree **Career Level:** Experienced

Preferred Certification Level: N/A

Job Description

Reporting to the Director of Programming - LSE, the Assistant Program Director provides leadership assistance with program and curriculum development, planning, and instruction in accordance with First Tee's Life Skills Experience. The Assistant Program Director implements programs in a safe learning environment complete with trained coaches, volunteers, and knowledgeable golf course personnel. He or she develops and implements programs that inspire children to embrace First Tee's character development and grow in the game of golf.

The successful candidate effectively supervises daily program operations, volunteer coordination, fiscal management, policy implementation, and helps ensure the safety of youth development programs operated by First Tee - Metro Atlanta at various golf course locations.

He or she is a self-starter who has the energy to multitask in a customer facing environment that includes youth participants, parents, coaches, volunteers, donors, and golf course patrons. They are a strong communicator whose interpersonal skills enable them to effectively work with all chapter stakeholders.

The Assistant Program Director - LSE possesses basic golf skills. He or she has the ability to complete a significant degree of administrative duties that include spreadsheet development and Salesforce database management. They support short and long-term planning that is both strategic and operational in nature. He or she is also an ambassador for the chapter's brand across metro-Atlanta.

Preferred Work Experience:

- First Tee Life Skills Experience program management or support.
- Delivery of PLAYer, Par, Birdie, Eagle, and Ace levels through The First Tee Coach Program.
- PGA or LPGA teaching professional or youth coach/counselor desired but not required.

Responsibilities

Program Management:

- Ensure a safe environment for participants, coaches, volunteers and parents.
- Must become proficient in all aspects of The First Tee Life Skills Experience Curriculum and The First Tee Coach Philosophy.
- Support development of programs and implementation of First Tee Life Skills Education as outlined in First Tee guidelines.
- Aid development of curriculum and lesson plans for program locations.
- Satisfy equipment needs and maintain the quality of equipment and all instructional areas.
- Support implementation and execution of the chapter youth registration process including establishing an annual program schedule, collecting registration fees, developing class rosters, and making ID cards.
- Teach The First Tee Golf and Life Skills Experience and ensure administration of testing and certification.
- Administer testing and certification for The First Tee Life Skills and Golf Experience
- Support efforts to recognize and award participants.
- Aid the chapter's goal of increasing participant retention rates.
- Aid the chapter's progression plan, maintaining participants through LSE certification levels.
- Encourage youth to participate in network benefits and opportunities.
- Assist and lead parent orientation programs.
- Provide opportunities to engage parents in their child's learning.
- Provide opportunities for participant family members to learn the game of golf.
- Manage program-related communications to participants and families.
- Identify and recruit strategic program affiliate sites/locations within Chapter service area.
- Assess, operate and maintain high quality programs and operations at each program location site.
- Arrange for and encourage upper level youth to participate in tournament opportunities and additional private lessons and educational opportunities.
- As appropriate, create and implement off-season and supplemental programs.
- Support the implementation of academic enrichment programs such as SAT test preparation, writing workshop, award programs, resume writing workshops, etc.
- Aid in tracking participants' information through internal tracking tools and databases (e.g. Salesforce).
- Support the creation and maintenance of program documents such as registration and certification materials, schedule and special event notices, partner agreements, and program handbooks.

- Maintain, post, and submit accurate records for participants to the Director of Programming - LSE.
- Perform seasonal coach observations and provide reports to the Director of Programming - LSE.

Volunteer Management:

- Assist the Director of Programming - LSE and other supporting stakeholders with identifying and training volunteers to become involved in the First Tee Coach Program.
- Implement and execute a volunteer instructor program that includes recruitment, risk management (SafeSport), training, scheduling, communication, and appreciation/recognition activities.
- Assist the Director of Programming - LSE to ensure program locations have sufficient levels of volunteers to support LSE classes.

Other Responsibilities:

- Assist with delivery of First Tee School and Community programming as needed.
- Assist in developing and adhering to the operating budget.
- Represent the Chapter to the community; aid in fundraising, marketing, public relations and communication efforts as needed.
- Network with other Chapter colleagues and exchange best practice ideas.
- Model First Tee Nine Core Values: Honest, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy, Judgment.
- Perform other duties “as needed” to help ensure efficient operations of First Tee - Metro Atlanta and John A. White Park Golf Course.

Qualifications

Required Qualifications

- Bachelor’s Degree, preferably in the areas of sports management, business administration, education, recreation or related field.
- Proficient in the TARGET program and the delivery of PLAYer, Par, Birdie, Eagle, and Ace levels through The First Tee Coach Program
- Knowledge of the game of golf and its skills-set.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies.
- Strong organization, time management, team building and collaboration skills.
- Strong communication (written and spoken), and fiscal management skills.
- Charismatic, personable, and motivational in working with youth.

- Proficient in using productivity software such as Google Workspace and Microsoft Office applications.
- Able to travel regionally and nationally as needed.
- Ability to work flexible hours, including weekends and holidays.
- Adherence to the standards of conduct, values, and involvement established by First Tee.

Other Qualifications

- Experience using social media (i.e. Facebook, Instagram, Twitter) desired but not mandatory.

Benefits

- Subsidized medical and dental benefits available after 30 days of employment.
- Paid holiday and vacation time.

General

- Must be able to pass a SafeSport background check and online training module.
- Must be able to pass a drug test.

Contact Information

Chapter Name: First Tee - Metro Atlanta

Job Code:
FTMAAPDLSE2020v.1

Contact: Jena Jenkins

Fax: N/A

Email: admin@thefirstteeatlanta.org

Telephone: (404) 756-1868 ext. 705

Chapter Website: <https://www.firstteeatlanta.org/>

To apply for this position, please email your resume to the address above.