



POSITION:

Program Director, First Tee – Greater Kansas City

ORGANIZATION:

First Tee – Greater Kansas City creates experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Greater Kansas City creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at 13 golf courses, 33 schools, and 2 youth centers in the community.

POSITION REPORTS TO:

Executive Director, First Tee - Greater Kansas City

JOB DESCRIPTION:

The Program Director is charged with the planning, implementation, management and oversight of all First Tee program activities in accordance with First Tee Life Skills Experience. The Program Director supervises and oversees daily program operations, course access, facility and fiscal management, policy implementation and safety of all programs operated by First Tee – Greater Kansas City.

The Program Director manages and trains all coaches, program volunteers, and works with community partnership coordinators. He/she works collaboratively with staff and the Board of Directors and community representatives to advance the organization’s mission by expanding the number and quality of sites where youth may be served. He/she serves as an ambassador and steward of the organization by incorporating its Core Values into all programs, special events, fundraising activities and other opportunities to represent the organization to the general public.

IDEAL CANDIDATE:

We seek candidates who are strong leaders with outstanding communication and interpersonal skills; high energy, with a “can do” attitude; proactive and flexible in an environment of change, a critical thinker, customer service friendly, and solution oriented. The ideal candidate will have a high level of integrity who lives the Nine Core Values of First Tee. This person will be passionate about teaching and mentoring youth, and enjoys inspiring a volunteer community, engaging parents and participants’ families, and will be excited about motivating, coaching and inspiring their team.

The ideal candidate will work collaboratively and partner closely with the Executive Director to achieve chapter key performance metrics and organization benchmarks.

ROLES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Promoting First Tee’s mission, goals, purpose and programming;
- Consistently providing excellent service to all participants, parents, volunteers and co-workers in a manner that reflects First Tee’s values
- Overseeing all our facilities that deliver First Tee to youth, including recruiting and coordinating facilities, and maintaining relationships and help drive implementation at new sites;
- Must be or become, within a time period determined by chapter leadership, proficient in the program and the delivery of First Tee curriculum and be trained at all levels of the First Tee Coach Program;

- Develop a volunteer coaching structure to ensure sufficient adult mentors and quality programming. This includes managing, recruitment and training of coaches as well as recognition and retention plans. Develop written roles and responsibilities for coach positions;
- Communicate with parents/participants. Provide opportunities to engage parents in their child's learning;
- Create action plans to increase the number of schools and youth service while maintaining existing partner relationships. Organize and facilitate trainings for schools and youth service organizations;
- Manage the CRM technology and parent registration portal
- Provide a safe environment for participants and maintain the quality of equipment

PREFERRED QUALIFICATIONS:

- Bachelor's Degree;
- Prior experience with or knowledge of First Tee is a plus;
- Experience as a PGA of America or LPGA teaching professional is a plus;
- At least two years of demonstrable experience working with youth;
- Excellent organizational and interpersonal skills and the ability to demonstrate exceptional communication skills;
- Proficient in Microsoft Office Applications;
- Proven ability to independently manage multiple tasks and priorities and meet challenging deadlines;
- Charismatic, personable, and motivational in working with youth

SALARY RANGE and JOB TYPE

Compensation will be commensurate with experience including base salary, bonus opportunity, and competitive benefits package. Full Time, Exempt

Equal Employment Opportunity Statement:

First Tee – Greater Kansas City is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.

Please send cover letter and resume by Dec. 1, 2020 to annspivak@thefirstteekc.org