first tee
south puget sound

7108 Lakewood Dr W, Tacoma, WA 98467

Program Director

Job Summary

The Program Director provides leadership to the program avenues through development, planning, promoting, and scheduling instruction in accordance with First Tee. The Program Director also is responsible for the supervision of daily program operations (i.e. registration), course access, facility and fiscal management, policy implementation, and safety of all programs operated by First Tee - South Puget Sound (FTSPS).

Roles and Responsibilities

Coaching (30%):

- Must become proficient in the delivery of PLAYer, PAR, Birdie, Eagle, and Ace levels through The First Tee Coach Program
- Develop programs and implement First Tee Life Skills Education as outlined in First Tee guidelines
- Coach First Tee Life Skills Experience and administer First Tee certification process
- Make the game and experience fun for participants
- Provide a safe environment
- Conduct "On-Course" orientations for participants/parents
- Train current coaches two (2) times a year (spring and summer)
- Recruit new coaches as the program grows.

School/ Community/ Network Outreach (30%):

- Represent the Chapter to the community and aid in fundraising, marketing, public relations, and communication efforts
- Assist in the creation of promotional brochures to increase awareness of the programs and facility
- Communicate with and submit documentation as required to First Tee Home Office
- Network with other Chapter colleagues and exchange best practice ideas
- Maintain partnerships with YMCA, Boys & Girls Clubs, all School Program schools, and partner groups

- Stay current in online training and keep record of School Program teachers and schools
- Develop transition opportunities for outreach programs, including School Program

Program Scheduling (20%):
- Coordinate registration, schedules, transportation, and lesson plans for clinics, trainings, and programs with Community Partners, Life Skills Experience, and School Program
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for all programs
- Maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials to FTSPS Coaches & Volunteers

Management/ Administration (10%):
- Track participants' information and progress through Salesforce - First Tee online participant database
- Develop retention and progression plan to move participants through the certification levels
- Develop, implement, and update program policies and procedures. Working closely with the Executive Director
- Assist in developing and adhering to the Program & Operating budget. Working closely with the Executive Director
- Report program metrics, operations data, and pertinent program data to the Executive Director and Board
- Attend board meetings
- Provide recognition and awards for participants
- Encourage Birdie level youth and higher to participate in First Tee National opportunities

Volunteers (5%):
- Recruitment of new volunteers, training, recognition, and retention plans
- Develop written roles and responsibilities for volunteer positions (Volunteer Handbook)
- Involve volunteers and golf professionals in the delivery of programs

<u>Parents (5%):</u>
- Communicate with parents/participants through website, email, and phone calls
- Provide opportunities to engage parents in their child's learning

Employee Benefits

<u>Medical:</u>
- Paid medical
- Dental and vision available

<u>Perks:</u>
- Flexible schedule
- Ability to work remote – when appropriate
- Paid time off
- Travel for trainings, regional and network meetings

<u>Compensation:</u>
- Competitive compensation, based on experience

To Apply

Please send the following documents to Ryan Kallenberger, Executive Director, at ryan@firstteesps.org and Allie Bordeaux, Marketing & Communications Director, at allie@firstteesps.org.
- Résumé
- Cover Letter