



## **Position**

Outreach and Program Coordinator, First Tee Greater Wilmington

## **Chapter Overview**

First Tee — Greater Wilmington is one Chapter of an international 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 Junior Golf and Life Skills Programming is the unique component that sets itself apart from many other successful junior golf programs and youth development programs through sport.

## **Mission Statement**

First Tee Greater Wilmington is a nonprofit organization dedicated to impacting the lives of young people in New Hanover, Pender, and Duplin counties by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

## **Job Summary**

The Outreach and Program Coordinator will create and establish new programs within the chapter which will retain and progress participants through First Tee programming. His/Her focus will be on coaching and supporting the Program Director on initiatives that will create a lasting impact on the lives of the young people that we serve as well as aid in the expansion of our Outreach Programs. He/She will also be responsible for daily program operations, course access, policy implementation and safety of all programs operated by First Tee – Greater Wilmington.

## **Roles and Responsibilities**

Coaching:

- Help with the development of programs and implement First Tee Youth Golf and Life Skills
- Must become proficient in the TARGET program and the delivery of PLAYer, Par, Birdie, Eagle, and Ace levels through the First Tee Coach Program
- Establish programs that target the underserved areas in our community.
- This will create opportunities for youth serving organizations (Maidens Park, Boys & Girls Club, GLOW Academy, etc.) in our community to participate in all of our program offerings.
- Help Create or modify lesson plans that match the life skills objective with fun games and experiences for participants
- Follow First Tee safe environment practices
- Perform other duties as needed to ensure efficient operations of First Tee Greater Wilmington.

Additional Program Offerings: Under the Direction of the Program Director and Executive Director

- Work with other youth serving organizations to offer those participants additional program offerings that could include:
  - PGA Junior League
  - Drive, Chip & Putt
  - USGA/LPGA Girls Golf
  - Other Golf Opportunities
- Assist in development and administration of PGA Junior League Teams housed with First Tee – Greater Wilmington
- Lead off-season and supplemental programs for Birdie and above participants
- Assist with all other First Tee Greater Wilmington Activities

Management/Administration:

- Aid in the implementation of coach trainings
- Aid in tracking participants' information and progress through First Tee online participant database (Salesforce); maintain accurate records
- Aid in the development of a retention and progression plan to move participants through the certification levels
- Provide recognition and awards for participants
- Maintain the quality of equipment
- Assist in the development/selection of training aids and materials

Volunteers:

- Help develop a volunteer management system for all volunteers with local PGA/LPGA members to ensure sufficient adult mentors and quality programming; including recruitment, training, recognition, and retention plans
- Help recruit and train volunteers to assist with and lead classes

### Parents/Guardians:

- Communicate with parents/guardians and participants through orientations, in-person meetings, emails, mail, and website
- Provide opportunities for participant family members/guardians to learn the game of golf

### Community/Network Outreach:

- Represent the Chapter in the community
- Aid in the creation of promotional brochures to increase awareness of the programs administered, especially in underserved areas in our community.
- Network with other Chapter colleagues and exchange best practice ideas
- Assist the Executive Director in marketing, public relations, and communication events and efforts when needed.

### **Preferred Qualifications**

- Deep commitment to the mission of First Tee – Greater Wilmington, which includes:
  - Reaching all kids with an emphasis on underserved and underrepresented groups (with respect to ethnicity, gender, and socio-economic status)
- Demonstrate exceptional communication and time management skills.
- Adhere to the standards of conduct and involvement established by First Tee
- Charismatic, personable, and motivational in working with youth, volunteers, and donors
- Ability to multitask and reprioritize duties on an ongoing basis
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings
- A flexible schedule, with availability to work some weekends and evenings
- Able to travel throughout our service area (New Hanover, Pender, Duplin counties)
- Ability to be outside in all weather conditions and transport and lift equipment that may be upwards of 30lbs.

### **Salary and Benefits**

- Compensation range is negotiable
- Medical Insurance (available after 90-day probation period)
- 10 Paid Vacation Days (after conclusion of 90 days) plus major holidays off including New Year's Day, MLK Jr. Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas.

### **To Apply**

Please submit a cover letter detailing your experience related to the Roles and Responsibilities, along with your resume to [brittany@thefirstteegreaterwilmington.org](mailto:brittany@thefirstteegreaterwilmington.org). Closing date for this

position is 2/15/2021. Please include 3 references and their contact information. References will be contacted after initial interview.

### **Equal Employment Opportunity Statement**

First Tee – Greater Wilmington 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.