



Chapter Name: First Tee – Fresno

Location: Fresno, CA

Position: Operations Coordinator

Wage: \$18-22/hour

Position Type: Full Time

Reports to: Executive Director

About the First Tee – Fresno: The First Tee – Fresno is a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with a life skills curriculum, we create active learning experiences that build inner strength, self-confidence, and resilience that kids carry to everything they do.

Position Summary: The Operations Coordinator is accountable for the safe, efficient, and effective delivery of the First Tee Program consistent with its vision, mission, and objectives. The incumbent is responsible for ensuring that the operational objectives of the program are achieved through the implementation of effective strategies, practices and programs focused on improving the participant and stakeholder experience. The incumbent provides leadership in delivering operational and program objectives in a cost-effective manner on a consistent basis in line with First Tee values. Hours will be split between programming and administrative work.

Job Duties and Requirements

The role of the Operations Coordinator is to provide a high-quality, engaging learning experience. This includes, but is not limited to, the following:

- Learn the Life Skills Experience curriculum to build a comprehensive understanding.
- Assist Program Director to ensure sufficient adult mentors and quality programming; including recruitment, training, recognition, and retention plans of volunteers.
- Participate regularly in coach meetings, trainings, and special events provided by the chapter.
- Track and communicate with chapter donors.
- Contribute to the development and implementation of new ideas to meet goals.
- Work with the Program Director to assist in developing, implement, and updating program policies and procedures.
- Assist in developing and adhering to the program & operating budget.
- Deliver a high-quality experience that ensures a positive and productive learning environment.

- Develop mutually beneficial partnerships with YMCA, Boys & Girls Clubs and schools.
- Satisfy equipment needs for the program while maintaining the quality of equipment and all instructional areas.
- Assist in the development/selection of training aids and materials.
- Assist the Executive Director to plan, develop, and execute operational activities including tournaments, fundraisers, etc.
- Recruit and communicate with volunteers on upcoming events.
- Report important updates, incidents, and follow-ups to the Program Director.
- Assist in the development of marketing and promotional materials.
- Learn to write grants under the direction of the Executive Director.
- Oversee the First Tee - Fresno's Tee It Up Tour Junior League.

Required Qualifications:

- Prior youth development experience
- Knowledge of the game of golf, rules, and etiquette
- High School diploma
- Flexible work schedule
- Reliable, trustworthy, dependable, able to maintain consistent and regular attendance
- Able to travel to Coach Training sessions, academies, and meetings

Preferred Qualifications:

- Bachelor's Degree, preferably in the areas of sports management, business administration, education, recreation, or related field.
- PGA or LPGA teaching professional or youth coach/counselor
- Experience using social media (i.e., Facebook, Instagram, Twitter)

Contact Information

Chapter Name: First Tee - Fresno

Contact: Morgan Berling, Executive Director at mthomas@thefirstteefresno.org

Chapter Contact: www.firstteefresno.org or (559) 277-9565

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