

Job Description

Outreach Coordinator

Chapter Overview

First Tee – Greater Tyler is one chapter of an international non-profit youth initiative called The First Tee. The 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. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from many other successful junior golf programs and youth development programs through sport.

Mission Statement

To impact the lives of young people by providing learning facilities and educational programs that promote character development and life enhancing values through the game of golf.

Reports to

The Outreach Coordinator reports to the Executive Director but will also receive direction and supervision from the Program Director.

Employment Status

Full-time or Part-time (depending on the candidate). The Outreach Coordinator will have shared office space at both the Oak Hurst and Woldert locations. After a probation period, the Outreach Coordinator will also have the opportunity to work from home on a limited basis as dictated by job duties and with Executive Director approval.

Job Summary

The outreach coordinator will be primarily responsible for communicating with school districts regarding the First Tee School Program (formerly known as the National School Program/NSP). The Outreach Coordinator will also act as a lead coach and assist the Program Director at First Tee Programs. The primary purpose of these programs is to introduce First Tee and the game of golf to young people in a way that will inspire an interest and lead to continued participation.

Roles and Responsibilities

Program Scheduling:

- Work with school districts and assist in coordinating registration, schedules, transportation, retention opportunities, submission of youth served and lesson plans for clinics, trainings, and programs
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials
- Assist in updating the website and Salesforce with program information.

Management/ Administration:

- Assist in developing a retention and progression plan to move participants through certification
- Work with Program Director to assist in developing, implement, and updating program policies and procedures
- Assist in developing and adhering to the program & operating budget
- Report program metrics, operations data, and pertinent program data to the Program Director and Executive Director.
- Assist with major mailouts
- Assist with donor retention

Volunteers:

- Assist Program Director to ensure sufficient adult mentors are available for First Tee School Program
- Ensure volunteers are available to assist with First Tee School Program when requested by school districts
- Ensure sufficient volunteers are available for special events
- Work with community agencies and school districts to recruit and train program staff to assist with and lead classes

Community/ Network Outreach:

- Participate as directed in special events including tournaments
- Communicate with and submit documentation as required to First Tee Headquarters through the Program Director and Executive Director
- Network with staff at other chapters and exchange best practice ideas
- Develop partnerships with YMCA, Boys & Girls Clubs and schools
- Develop transition opportunities for outreach programs including First Tee School Program
- Assist in maintaining the organization's website and social media sites

Other duties as assigned by the Program Director or Executive Director.

Preferred Qualifications

- Demonstrate exceptional communication, interpersonal relations and organizational skills
- Adhere to the standards of conduct and involvement established by First Tee
- Working knowledge of the game of golf with the ability to coach
- Experience in identifying and working with program staff and volunteers
- Charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to meet with outreach agencies, schools, trainings, chapter and Network Meetings as required
- Available to work after 4pm and weekends as needed for programs

Salary

Part-time Position (flexible average of 25-30 hours per week)

- No benefits
- Up to \$19,500.00 annual compensation, depending on qualifications and experience
- Cell phone reimbursement of \$50 per month
- Mileage reimbursement
- Medical reimbursement (\$4500 max)

Full-time Position (40 hour flex work week)

- No benefits
- Up to \$31,200 annual compensation, depending on qualifications and experience
- Cell phone reimbursement of \$50 per month
- Mileage reimbursement
- Medical reimbursement (\$4500 max)

Executive Director: Stacia Aylor, stacia@firstteegt.org
Program Director: Starlia Skinner, starlia@firstteegt.org

Oak Hurst Golf Course Location: 6212 CR 152W, Bullard, TX 75757
Woldert Park Facility Location: 509 W 32nd St., Tyler, TX 75702
Counties Served: Smith, Anderson, Cherokee, Henderson