



## **Site Coordinator First Tee - Phoenix**

### **Chapter Overview**

First Tee - Phoenix is one Chapter of a national/international non-profit youth initiative called F i r s t 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 & Golf Experience is the unique component that sets the First Tee apart from many other successful junior golf programs.

First Tee - Phoenix was created in 2003 through a collaborative effort between The Thunderbirds and First Tee. Currently First Tee - Phoenix is impacting over 100,000 youth each year through regular programming at 17 area locations, the First Tee School Program where training, curriculum development and equipment is supplied to over 200 schools in 14 Districts, and special Community Programming with allied organizations like the Boys & Girls Clubs, YMCA, Boy Scouts, Girls Scouts, the LPGA Girls Golf Program, faith-based groups, special needs groups and many others.

The program has an annual membership fee and the year is divided into Sessions of programming; there is no additional fee per Session. Each Session requires registration and also offers an orientation for new members. Scholarships are available to participants and are awarded on a case-by-case method by the Executive Director based on individual need.

### **Mission Statement**

To impact the lives of young people in the Greater Maricopa County Metropolitan Area by providing learning facilities and educational programs that promote character development and life-enhancing values through the game of golf.

### **Reports to**

The Site Coordinator reports to the Executive Director and Director of Programming.

### **Supervises**

The Site Coordinator supervises all aspects of Programming at the golf course including: Lesson Plan Development and Delivery, Class Scheduling, Coaches, Volunteers, and Outreach Programming Activities.

### **Employment Status**

Full Time with Benefits

### **Job Summary**

The Site Coordinator provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with the First Tee Life Skills and Golf Experience. The Site Coordinator is also responsible for implementing a Site Action Plan, to be approved by the Executive Director and Director of Coaching, which focuses on the Recruiting and Retention of Members and Volunteers as well as coordinating at least one (1) Fundraising event each year. These efforts will be supported by the First Tee of Phoenix Executive Staff.

## **Duties and Responsibilities**

### Site Coordinator:

- Will work with the Director of Programming on developing approved programs
- Must become proficient in the TARGET program and the delivery of Player, Par, Birdie and Eagle modules
- Develop programs with oversight of the Senior staff and implement First Tee curriculum as outlined in the First Tee guidelines
- Coordinate registration, schedules, transportation and lesson plans for clinics, workshops, and programs with other youth services organizations and schools (outreach)
- Satisfy equipment needs for the programs
- Conduct "On-Course" orientations for parents & participants
- Send weekly email communications to members & volunteers at your site location
- Track participants' information and progress
- Teach the First Tee Life Skills and Golf Experience and administer testing and certification
- Develop a retention plan to move participants through the certification levels
- Make the game fun for juniors & provide a safe environment
- Maintain the quality of equipment and all instructional areas
- Provide club fitting for juniors and repair services when needed
- Assist in the development/selection of training aids and materials
- Recruit and train volunteer coaches to help with instruction
- Develop a volunteer support system to ensure recognition and longevity
- Conduct & coordinate one fundraising golf tournament with the host facility
- Participate in golf shows and tournaments
- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Communicate with and submit coach training documentation as required to First Tee HQ
- Assist in the creation of promotional brochures to increase awareness of the facility
- Encourage upper level youth to participate in tournament opportunities & National Opportunities
- Create Session Reviews for each programming location

## **Preferred Qualifications**

- Must be a certified PLAYer Level Trained Coach by First Tee. Level 2 Coach is preferred.
- Bachelor's Degree in the areas of sports administration, education, recreation or related field preferred but experience will also be considered.
- Demonstrate exceptional communication, fiscal management and managerial skills
- Adhere to the standards of conduct and involvement established by the PGA/LPGA
- Experience in identifying and managing an instructional staff and volunteers. Charismatic, personable, and motivational in working with youth
- Able to travel to attend Academies, Regional and Annual Meetings and training sessions

## **Send Resume & Cover Letter**

**Kevin Terry, Executive Director**

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