



**First Tee – Greater Seattle  
Assistant Program Director**

*Applications accepted until March 1, or until position is filled.*

**Job Overview**

The Assistant Program Director (APD) is skilled in communication and logistics, and works directly with the Senior Director of Programs and Development (SDPD) to plan and deliver youth programs in King and Snohomish counties. The APD is a key member of a small staff, and they are self-motivated, goal-oriented, able to overcome challenges, and committed to the ongoing mission of positive youth development through the game of golf.

**First Tee Mission**

To positively impact the lives of young people from all backgrounds by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

**Chapter overview**

First Tee – Greater Seattle is one of approximately 150 chapters of an international non-profit youth initiative called First Tee. Our legal name is Seattle Jr. Golf Foundation and we do business as First Tee – Greater Seattle. We are a separately incorporated 501(c)(3) organization.

First Tee was created by the World Golf Foundation in 1997 to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as sportsmanship, perseverance, and courtesy. By engaging young people in a combination of life skills, leadership and golf activities, they are exposed to positive traits to help them achieve goals in life. In the process, participants can become valuable assets to their community. First Tee

Life Skills Experience is the unique component that sets First Tee apart from other successful junior golf and youth development programs.

First Tee - Greater Seattle was created in 2002 through a collaborative effort of First Tee and Broadmoor Golf Foundation. Youth programming began in 2003 at Jefferson Park Golf Course, and the chapter has since formed partnerships with more than 12 local golf facilities to serve as program locations, and in addition over a dozen allied organizations, including: WA Golf, WWC PGA, Seattle Parks & Recreation, Boys and Girls Clubs, and local community centers. The chapter is now serving over 2,000 youth each year in its certifying Life Skills program, and approximately 100,000 students in schools through the First Tee Schools Program, where training, curriculum development and equipment is supplied to over 200 schools in 10 school districts.

### **Direct Report**

The Assistant Program Director will report directly to the Senior Director of Programs and Development (SDPD).

### **Qualities**

- Motivational: sets an inspiring example for First Tee youth and families.
- Leadership: contributes to and accountable for performance of the team as a whole.
- Composure: exhibits calm and maintains a controlled environment in all circumstances, even when facing a challenge.
- Initiative: proactively seeks ways to improve the environment and stays productive.
- Accountability: embraces personal development and open to feedback.
- Professional: exemplifies a high standard in performance, dress, and conduct.
- Cooperation: willing to be a team player and able to work effectively with others.
- Reliability: strong work ethic, punctual, and trustworthy.
- Communicative: prompt communication with staff and colleagues.
- Ethical: performs honestly, fairly, and with purpose in a variety of situations.
- Role Model: Consistently model First Tee's Nine Core Values – *Respect, Courtesy, Responsibility, Honesty, Sportsmanship, Confidence, Judgment, Perseverance and Integrity* – and sets a reliable example of the character we seek to instill in players on and off the course.

## Job Duties

### Green Grass Program

- Coaching: deliver safe and educational experiences for youth participants in their weekly classes, special events, and clinics.
- Leadership: serve as a “coach of coaches,” providing mentorship and training to the coaching and volunteering staff, consisting of approximately 100 people per season.
- Logistics: Coordinate schedules and staffing for weekly classes and special events.
- Communication: manage a significant amount of communication with coaches, volunteers, participant families, and other stakeholders via phone and email.
- Program Volunteers: maintain primary responsibility for volunteer recruitment and retention through consistent involvement with community partners and schools.
- Administrative responsibilities: collecting and managing participant data, managing a consistent flow of email& phone correspondences.

### Outreach & Schools Program

- Serve as the primary liaison for both the First Tee School Program and Community Program. This includes completion of Individual School/Facility Agreements, assisting teachers and facilitators with training obligations and support, conducting on-site visits, coordination of equipment sharing, planning of field trips and events, and representing The First Tee during field days, family fitness nights, PE events, and in-school functions.
- Maintain existing partner relationships and execute on action plans to increase the engagement of local schools and youth service organizations.
- Distribute and manage equipment and supplies to program partners.
- Organize and facilitate trainings for schools and youth service organizations.
- Travel throughout King and Snohomish Counties to visit program partners, meeting one-on-one with teachers, principals and program administrators.
- Develop transition opportunities for outreach participants to the LSE program.

## **Marketing & Public Relations**

- Developing marketing materials and represent First Tee at community events, meetings and conferences to promote chapter opportunities and events.
- Create and execute annual Social Media calendar to maintain an engaging year-round presence.

## **Other**

- Communicate with and plan events for our Alumni network.
- Additional duties as assigned.

## **Preferred Work Experience & Qualifications**

- Bachelor of Arts (B.A.) or equivalent in a related field.
- 2+ years of full-time work and/or 5+ years volunteer or internship experience.
- Experience in recruitment and management of personnel.
- Proficient with technology, especially computer skills and familiarity with Office Suite and database management programs (e.g., Salesforce).
- Previous experience with an established chapter of First Tee.
- Competitive golf experience or in-depth knowledge of the game.
- LPGA/PGA PGM Professional, Associate, or potentially interested in joining.

## **Compensation**

*Salary TBD.* Position includes paid time off (PTO), group health insurance and 401K retirement. Selected employee will have the flexibility to work remotely, but expected to maintain 10-20 hours of office time per week at Jefferson Park, Jackson Park, Crossroads Par-3, or one of our other primary program locations.

First Tee - Greater Seattle provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the First Tee of Greater Seattle complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

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