



POSITION:

Program Director, First Tee – Central Mississippi

ORGANIZATION

First Tee – Central Mississippi will create experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Central Mississippi creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, schools and youth centers throughout Hinds, Rankin and Madison counties.

POSITION SUMMARY

The Program Director (PD), reporting to the Executive Director (ED), will provide oversight and direction to fulfill the organization's mission in Hinds, Rankin and Madison Counties. Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote and expand the efforts of the organization.

Reporting to and collaborating with the ED, the PD will oversee program design, implementation, evaluation of programs and curriculum, and support the overall strategic and operational plan for First Tee – Central Mississippi. In accordance with the standards set by the ED, the PD will coordinate the program coaches, volunteers, partnerships, events, data reporting, policies, procedures, and safety protocols.

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 interest and lead to continued participation;

The PD will be highly visible in the community and represent the chapter to their community. S/he will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community.

Key Criteria for success of the role include:

- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics
- Expand and scale First Tee's programming in additional high-priority, at risk neighborhoods
- Understand the importance of youth safety and fulfill safety protocols;
- Partnering effectively with staff of community partnerships to build on the success of the program to continually innovate and improve outcomes for youth;
- Desire for continuous professional and personal development
- Enjoy coaching kids, volunteers and adults in a fun, safe environment



CHAPTER PROGRAM RESPONSIBILITIES

- Oversee all First Tee on-course and community programs. Top priority will be promoting diversity, retention and advancement at this location and maximizing the number of certifying participants;
- Recruit and organize community partners within service area, with a particular focus on the partners surrounding chapter facilities/program locations to involve more underprivileged, underserved and minority youth;
- Ensure top quality program delivery, leading instruction of First Tee classes and on- course playing opportunities, organize and manage volunteer recruitment, training and management. Possess or gain certification in First Tee life skills curriculum training;
- Manage all Salesforce database records. This includes but is not limited to: tracking certifying and community partnership participant numbers and demographic information, providing reports for ED/Board;
- Communicate with parents/participants via website, email, social media and phone calls;
- Work cohesively with ED to schedule programs and post online when registration is open;
- Effectively schedule coaches/volunteers to teach/lead classes that are appropriate for their skill set and teach/lead classes as needed;
- Collect, submit and schedule weekly pictures, videos and descriptions of programs for posting on the chapter's social media accounts;
- Uphold all Child Protection Policies, background checks, and training as set forth by First Tee HQ

CHAPTER OUTREACH RESPONSIBILITIES

- Recruit and maintain Community Partnership programs within the Chapter's service area
- Work with school districts and community partner organizations and assist in coordinating registration, schedules, transportation, transition 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
- Assist in the development/selection of training aids and materials
- Work with Executive Director to assist in developing, implement, and updating program policies and procedures
- Report program metrics, operations data, and pertinent program data to the Executive Director as well as track data in Chapter's Salesforce records.
- Ensure sufficient adult mentors are available for First Tee School and Community Programs
- Implementation of local coach training opportunities
- Ensure sufficient volunteers are available for programs, special events, and/or clinics
- Work with community partners and school districts to recruit and train staff to assist/lead classes
- Network with staff at other chapters and exchange best practice ideas
- Develop and maintain partnerships with schools and other youth serving organizations
- Develop transition opportunities for outreach programs including First Tee School Program

Other duties as assigned by the Executive Director.



QUALIFICATIONS

- Bachelor's degree in the area of sports administration, business management, education, recreation or related field;
- 2-3 years' experience managing a team of coaches/volunteers; preferably in a youth development setting;
- Demonstrate exceptional communication, fiscal management and managerial skills;
- Experience in identifying and managing program staff and volunteers;
- Charismatic, personable and motivational in working with youth and volunteers;
- Passionate youth development ambassador with experience promoting access to and involvement in programs by youth participants, their families, volunteers, donors, donor prospects and allied partners;
- General knowledge of sports and enthusiasm for golf and prior direct experience with youth development programming preferred;
- Excellent, transparent, and inclusive communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others equitably and with respect;
- Well-organized and energetic, lead-by-example doer, committed to personal excellence;
- Knowledgeable professional but also an avid and enthusiastic learner willing to ask questions and pursue professional development for self as well as staff and volunteers, fostering an active culture of philanthropic service and teamwork;

TO APPLY

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to Margo@thefirstteecentralms.org

Questions may be directed to margo@thefirstteecentralms.org

Closing date for this position is March 15, 2021. First Tee – Central Mississippi has the right to accelerate or extend the closing date of this position at any time.

SALARY RANGE and JOB TYPE

Compensation will be commensurate with experience including base salary, bonus opportunity, and competitive benefits package. Salary Range of \$33,000-\$43,000.

Full Time, Exempt

Equal Employment Opportunity Statement:

First Tee – Central Mississippi 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.