



Program Director

Position Posted: March 10, 2021

Apply Before: April 6, 2021

Chapter Name: First Tee – West Michigan

Salary/Wage: Full-time, exempt, commensurate with experience

Location: Grand Rapids, MI

Job Category: Full-time employee

Relevant Work Experience: See Below

Career Level: 2+ years experience

Preferred Education Level: Bachelor's Degree

Organization Overview

The Lake Michigan Junior Golf Association was established in December of 2006 to provide junior golf tournaments in West Michigan to all youth. In 2011, The Lake Michigan Junior Golf Association shifted its focus to establishing a chapter of First Tee – West Michigan. On June 23, 2011, First Tee – West Michigan officially became a chapter of First Tee.

First Tee – West Michigan is one of 150 chapters worldwide that are part of a global non-profit youth initiative. First Tee was created in 1997 by the World Golf Foundation to use golf and character education to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity and sportsmanship. By engaging youth in a combination of life skills, leadership and golf activities, they are exposed to positive traits that will help them become valuable assets to their community and eventually achieve success in life. First Tee's Life Skills & Golf Experience is the unique component that sets it apart from many other successful junior golf programs.

At First Tee – West Michigan, we are highly focused on reaching out to at-risk and disadvantaged youth. We want our participants to see the beauty of the golf course, learn the skills they need to succeed in life, and build relationships with those who care for their well-being. In 2019, we worked with more than 1,200 participants, and managed a donor base of more than 3,000 active individuals.

Position Description

The Program Director (PD), reporting to the Executive Director (ED), will provide oversight and direction to fulfill the organization's mission in Grand Rapids, Holland, Kalamazoo, and Muskegon. 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 – West Michigan. 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.

Responsibilities

Instructions and Programs

- Develop programs and implement First Tee curriculum as outlined in First Tee guidelines
- Coordinate registration, schedules, transportation and lesson plans for clinics, workshops, and programs with other youth serving organizations and schools
- Must become proficient in the delivery of PLAYer, Par, Birdie, and Eagle Level through the First Tee Coach Program.
- Coach the First Tee Life Skills Experience and administer First Tee Certification process
- Make the game and experience fun for participants
- Must have a desire to teach youth from all backgrounds
- Provide a safe environment
- Provide opportunities for participants to play 9 holes with an First Tee instructor on a weekly basis
- Help track participants' information and progress through First Tee online participant databases (Salesforce & Parent/Coach Portal)
- Assist in developing, implementing and updating program policies and procedures.
- Assist in adhering to the Program Budget
- Lead Program Committee Meetings and Risk Management Committee meetings
- Assist in implementing recognition and awards for participants.

Volunteers/Mentors

- Responsible for onboarding all new volunteers/mentors
- Involve volunteers and golf professionals in the delivery of programs
- Recruit and train part-time staff to assist with and lead classes
- Provide training opportunities for volunteers/mentors

Parents

- Communicate with parents/participants through web site, email, mail, text and telephone calls
- Provide opportunities to engage parent/guardian in their child's learning
- Manage Salesforce sessions registrations

Community/Network Outreach

- Represent the chapter to community and aid in fundraising, marketing, public relations and communication efforts
- Participate in golf shows and all events
- Assist in the creation of promotional brochures to increase awareness of the programs and facility

- Communicate with and submit documentation as required to First Tee Headquarters
- Network with other chapter colleagues and exchange best practice ideas
- Maintain relationships with existing partnerships
- Develop, foster, and maintain partnerships with youth serving organizations that are not currently a partner
- Develop transition opportunities for outreach programs, partnerships, etc.
- Maintain relationships with existing golf course and non-golf course locations.

Program Scheduling

- Coordinate registration, schedules, transportation and lesson plans for clinics, training, and programs with other youth services organizations and schools
- Create all program schedules and coordinate with Area Directors
- Make available additional private lessons for participants with Director of Instruction
- Implement Homework & Hitting Program and additional off-season and supplemental programs.
- Maintain the quality of the equipment and all instructional areas
- Assist in the development/selection of training aids and materials

Program Affiliates

- Identify and recruit strategic program affiliate sites/locations within Chapter service area
- Create and maintain relationships with program affiliate partners
- Assess, operate and maintain high quality programs and operations at each site
- Effectively utilize access to golf courses and practice areas.

Qualifications

The following characteristics are necessary for success in this position:

Communication Skills

- Strong use of the written English language, including grammar, spelling, and punctuation
- Quick response time via phone, email, text, and other electronic communication
- Active listener
- High emotional IQ
- Not afraid of 'the Ask' and to follow up with people

Technical Skills

- Ability to type quickly and effectively (60 words per minute minimum)
- Computer savvy
- Comfortable learning online database systems
 - Hubspot, G-Suite (Google), Asana, Salesforce, Slack, and all social media platforms are used with frequency

Personal Characteristics

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| ● A love for youth (age 7 to 17) | ● Ability to focus in a high-energy environment (open office) |
| ● A heart for students from challenging life circumstances | ● Flexible |
| ● A passion for the game of golf | ● Organized |
| ● Entrepreneurial | ● Personally Accountable to high standards of achievement |
| ● Self-starter | ● Outcome driven |
| ● High Integrity | ● Efficiency Seeker |
| ● A servant heart | ● Challenger |
| ● High attention to detail | ● Patient |
| ● Strong memory | |

Job Benefits

- Mileage reimbursement for in-work travel
- 3% Simple IRA Match
- Flexibility of schedule
- Monthly cell Stipend
- PTO in addition to major holidays
- Group Insurance Plan
- Technology Stipend

Interested?

Please submit a cover letter, resume, and salary requirements to the following email:

hr@firstteewestmichigan.org

Contact: Ben Elenbaas, Administrative & Accounting Coordinator and Taylor Haudek, Program Director

Telephone: 616-208-1177

Website Address: www.firstteewestmichigan.org