



Job Description

Program Coordinator

Chapter Overview

First Tee – Virginia Blue Ridge is a chapter of First Tee, an international non-profit youth initiative created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity and sportsmanship through the lifelong game of golf. Youth participants are engaged in a combination of life skills, leadership and golf activities and 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 First Tee apart from many other successful junior golf programs and youth development programs through sport.

A group of community members founded First Tee - Virginia Blue Ridge in 2015 and the chapter officially incorporated in April 2016. The chapter serves the City of Charlottesville as well as Albemarle, Buckingham, Fluvanna, Greene, Louisa, Nelson, Culpeper and Orange counties. Since our inception in 2016, we have launched programs in 22 elementary schools, six Boys and Girls Clubs of Central Virginia, and at Birdwood Golf Course, Meadowcreek Golf Course and The Highlands Golf Park, teaching our Nine Core Values and Nine Healthy Habits to over 9,000 area youth each year.

Mission Statement

The mission statement of First Tee – Virginia Blue Ridge is *to positively impact the lives of all young people by providing transformational, educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.*

Reporting Structure

The Program Coordinator reports to the Program Director.

Supervision

The Program Coordinator assists in managing all coaches and program volunteers.

Employment Status

Full time, Exempt

Job Summary

The Program Coordinator assists the Program Director in planning, promoting and scheduling instruction in accordance with the First Tee Life Skills Experience. The Program Coordinator is responsible for the execution of daily programming and assists the Program Director with administrative tasks. He/she works collaboratively with the paid and volunteer staff of the chapter to advance the organization's mission.

Roles and Responsibilities

Coaching:

- Must be or become proficient in the TARGET program and the delivery of PLAY *er*, Par, Birdie and Eagle levels through First Tee Coach Program
- Assist in developing programs and implement First Tee Life Skills Education as outlined in First Tee guidelines
- Coach the First Tee Life Skills Experience and administer First Tee's Certification process
- Make the game and experience fun for participants
- Provide a safe environment that adheres to U.S. Center for SafeSport requirements
- Conduct "On-Course" orientations for participants
- Motivate and train potential candidates to expand coaching staff based on seasonality, expanded funding or site expansion opportunities

Program Scheduling:

- Coordinate registration, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Provide club fitting and repair services
- Assist in the development/selection of training aids and materials

Management/ Administration:

- Accurately track participants' information and progress through the First Tee Salesforce platform; maintain accurate records
- Assist in adhering to the Program & Operating budget
- Attend staff and committee meetings as needed
- Assist in providing recognition and awards for participants
- Encourage Birdie level youth and higher to participate in network benefits and opportunities
- Have and/or develop skills in Salesforce

- Assist in managing special events for parents/volunteers (i.e. Fall Appreciation banquet, family play days)

Volunteers:

- Assist in developing written roles and responsibilities for volunteer positions
- Involve volunteers and golf professionals in the delivery of programs
- Train program staff to assist with and lead classes

Parents:

- Assist during parent orientation programs
- Communicate with parents/participants through web site, email, and mail
- Provide opportunities to engage parents in their child's learning
- Provide opportunities for participant family members to learn the game of golf

Community/ Network Outreach:

- Assist in the creation of promotional brochures to increase awareness of the programs and facility
- Network with other Chapter colleagues and exchange best practice ideas
- Assist in strengthening partnerships with other area youth-serving organizations including Boys & Girls Clubs and International Neighbors, as well as after-school programs

Program Affiliates:

- Maintain relationships with program affiliate partners
- Operate and maintain high quality programs and operations at each site
- Effectively utilize access to golf course and practice areas

Preferred Qualifications

- Experience in the game of golf with a love for growing the game
- Prior experience with or knowledge of First Tee a plus
- Demonstrate exceptional communication, organization, and time management skills
- Charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to attend academies and coach trainings
- Ability to use personal vehicle to travel throughout our service area in Central Virginia (according to the chapter's mileage reimbursement policy)
- Familiarity with the area and the communities we serve a plus

Additional Criteria

The individual must successfully complete a pre-employment criminal background check and adhere to the chapter's compliance policies and procedures concerning conflicts of interest and other related matters.

Position Location

The position is based at First Tee – Virginia Blue Ridge's main administrative office located in the Boar's Head complex in Charlottesville, VA.

Compensation

\$38,000 - \$42,000 based on experience and qualifications.

Timeline for Submission

Please submit your resume, cover letter and other relevant information to Program Director, Andrew Good at andrewgood@firstteevbr.org prior to May 15th, 2021. No phone calls please.