



## **Future Citizens Foundation Job Description**

**POSITION TITLE:** Program Director

**DEPARTMENT:** First Tee – Monterey County

**SUPERVISOR:** Executive Director

**FLSA STATUS:** Full-time, Exempt

*Future Citizens Foundation's mission is to offer young people of Monterey County opportunities for a better future. We provide active involvement in life skills that are learned at our campus, in the classroom and in service and mentorship to each other and the community.*

### **Position Summary**

The Program Director provides leadership to day-to-day operations of First Tee Golf & Life Skills experience, program development, planning, scheduling, facility utilization, policy implementation, and safety.

### **Chapter Overview**

First Tee of Monterey County is one Chapter of a national/international non-profit youth initiative called First Tee. 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. First Tee Life Skills & Golf Experience is the unique component that sets First Tee apart from many other successful junior golf programs.

### **Duties and Responsibilities**

Under the direct supervision of the Executive Director;

- Promote First Tee's mission by modeling First Tee Nine Core Values and adherence to First Tee Code of Conduct
- Ensures that all participants can enjoy the benefits extended to them through First Tee Monterey County and other youth development partner organizations.
- Directs and manages Campus Coordinator and ensures all Golf and Life Skills Coaches, Center for Learning staff, interns, and volunteers are properly supervised and managed.
- Ensures seamless integration of programming and facility use.
- Oversees successful and functioning chapter committees including; staff committees and GoTo, Teams, Parent Advisory Committee and Youth Advisory Committee.
- Overall responsibility for providing up to date and accurate information to Executive Director for; registration, attendance, certification results, program schedules, transportation, special events, curriculum delivery.
- All of the duties and responsibilities of a Golf and Life Skills Coach.
- Assist in developing and adhering to the operating budget.
- Able to travel to attend Regional and Annual Meetings and training sessions.
- All other tasks as assigned.

**Other Responsibilities:**

- Assist Program Coordinator in representing the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Assist Program Coordinator in adhering to the operating budget
- Assist Program Coordinator with the development of new procedures, schedules and programs
- Assist as a chapter contact for applicants, volunteers, teachers, principals, students and parents
- Create flyers and notices to participants and parents regarding schedule changes, special events and related routine communication
- Network with FT chapter colleagues and exchange best practice ideas
- Assist Program Coordinator and Executive Director with public education and outreach activities (School, Kiwanis, Rotary Chambers of Commerce etc), including public presentations, advocacy, training and testimony
- Assist with Parent Orientations and maintain communication with parents

**Education**

- Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California.
- Business school graduation or two years of college-level courses generally related to the activities
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation or related field

**Other Qualifications**

- Successfully pass criminal background checks through the FBI and California DOJ
- Successfully pass Drug Screening
- Possess an appropriate California Driver License with a driving record acceptable to the Future Citizens Foundation.

- Be insurable by Future Citizens Foundation
- Exceptional communication, fiscal management and managerial skills

**Preferred Qualifications:**

- Recognized First Tee Coach or Master Coach
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation Social Work, or related field
- At least two years' experience in a youth development organization and/or as a credentialed school educator
- At least two years' experience as a recognized First Tee Coach and/or PGA or LPGA golf professional or apprentice
- Three years' experience as a PGA of America or LPGA teaching professional
- Experience in identifying and managing an instructional staff and volunteers
- Bilingual fluency in English and Spanish is desirable

**Physical Requirements:**

Position requires standing, walking, crawling, and sitting. Position involves use of a keyboard involving repetitive motions with fingers, and the use of a telephone and face-to-face communications that require accurate perception of speech as well as talking and hearing. Position requires the use of tools or controls. The employee is occasionally required to sit for prolonged periods. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The incumbent must have the abilities or aptitudes to perform each essential function proficiently with or without reasonable accommodation. Future Citizens Foundation is a dynamic work environment where positions evolve and change. Therefore, Future Citizens Foundation reserves the rights to modify, delete, or add job duties, responsibilities, and skills that are stated in this job description at any time.*