



---

## Employment Details

Position: Program Manager

Post Date: May 6, 2021

---

**Chapter Name:** First Tee – Greater Charleston

**Salary/Wage:** Commensurate on experience    **Location:** Charleston, SC

**Position Type:** Full-time

**Job Category:** Programming

**Preferred Education Level:** Bachelor's Degree preferred (but not required) in the areas of sports administration, education, recreation, psychology, or related field preferred. All experience will also be considered.

**Start date:** July 19, 2021

## Job Description

First Tee – Greater Charleston is excited to start a new program that will provide impactful year-round experiences for underserved students who are on the brink of success. Starting during the summer before sixth grade and continuing through high school, participants will meet weekly (Saturdays) during the school year and daily (Monday-Friday) during the summer for an inclusive golf and life skills education and mentoring program.

This position will be charged with cultivating, developing, and managing the entirety of the program. Our current timeline is to have the Program Manager start at the end of our first summer, which will be led by a local PE teacher. The Program Manager will spend the last week of the summer program with the 8 participants to be ready to lead the program in the fall.

During the fall, winter, and spring, there will be additional weekly coaching as well as development and community outreach responsibilities given to the Program Manager.

## Responsibilities

*School year:*

- Mentor participants through golf and school needs
- Plan and execute each Saturday's golf and life skills education
- Communicate with participant families, facility partners, and program volunteers
- Transport participants to and from the golf courses to their homes
- Winter (December-February): assistant coach in-school programs with PE teachers and meet with community leaders at churches and youth centers to share about First Tee's programs

- Spring (March-May) and Fall (September-November): lead coach TARGET-Birdie level classes at First Tee's 8 program locations
- Represent First Tee at community outreach events such as museum family days, school parent nights, and the occasional weekend community program
- Additional development work assigned by the Program Director and Executive Director

*Summer:*

- Plan and execute 8 weeks of Monday-Friday golf and life skills education
- Mentor participants through golf and school needs
- Communicate with participant families, facility partners, and program volunteers
- Transport participants to and from the golf course to their homes and field trips
- Represent First Tee at community outreach events such as museum family days, school parent nights, and the occasional weekend community program

**Qualifications**

An individual who is self-motivated, can work independently and as part of a team, supervise others, and help young people learn is crucial. The best candidate will need the ability to communicate and mentor kids of all ages, not just on the golf course, but also in a classroom setting. The position will require an adjusted 5-day work week (summers: Monday-Friday and school year: 4 weekdays plus Saturday).

**General**

All candidates must have a driver's license and are subject to a background check, drug screening, driver's record screening, and pre-employment physical.

**Benefits**

- Medical and dental benefits after 60 days of employment
- Paid holiday and vacation time
- Monthly cell phone stipend
- National First Tee training and networking opportunities

**Contact Information**

Contact: Meghan Taylor

Email: [meghan@firstteechs.org](mailto:meghan@firstteechs.org)

Telephone: (843) 864-4200

Chapter Website: <http://www.firstteegreatercharleston.org>

**To apply for this position, please email your resume to the address above.**