



JOB DESCRIPTION

JOB TITLE: Outreach Coordinator- First Tee – Coachella Valley

EXEMPT (Y/N): No

DEPARTMENT: G&A

SUPERVISOR: Landmark Golf LP

Position

Outreach Coordinator, First Tee – Coachella Valley

Organization

First Tee – Coachella Valley has been creating 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 – Coachella Valley 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 five (5) golf courses, 27 schools, and 3 youth centers in the community.

Position Summary

The Outreach Coordinator (OC) will be primarily responsible for Community Partnership programs within the Chapter's service area. 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. 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.

The OC will report to the Executive Director but will also receive direction and supervision from the Program Director.

The OC will be a highly visible member of the community, representing First Tee – Coachella Valley throughout the service area. 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:

- Partnering effectively with staff to build on the success of the program to continually innovate and improve outcomes for youth.
- 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.

Responsibilities

Program Scheduling:

- 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.

Management/ Administration:

- Work with Executive Director to assist in developing, implement, and updating program policies and procedures.

- Assist in developing and adhering to the program & operating budget.
- Report program metrics, operations data, and pertinent program data to the Program Director and Executive Director as well as track data in Chapter's Salesforce records.

Volunteers and Coaches:

- Assist Program Director to ensure sufficient adult mentors are available for First Tee School and Community Programs
- Assist Executive Director in implementation of Chapter Risk Management Policies and Procedures including ensuring compliance with First Tee's Safe Sport Policy
- Assist Executive Director in the implementation local coach training opportunities.
- Ensure sufficient volunteers are available for Community Partnerships programs, special events, and/or clinics.
- Work with community partners and school districts to recruit and train program staff to assist with and lead classes.

Community/ Network Outreach:

- Participate as directed in special events.
- Communicate with and submit documentation as required to First Tee Headquarters through the Program Director and Executive Director
- 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 Program Director or Executive Director.

Qualifications

- Commitment and passion for the mission and purpose of First Tee – Coachella Valley
- Adherence to the standards of conduct and involvement established by First Tee.
- Exceptional communication, interpersonal relations, and organizational skills
- Charismatic, personable, and motivational in working with youth and volunteers.
- Ability to travel to meet with partner organizations, schools, trainings, chapter, and Network events as required and manage a flexible work schedule.
- Working knowledge of the game of golf with the ability to coach
- Experience in identifying and working with program staff and volunteers.
- Exceptional time management skills and ability to multi-task
- Preferred: First Tee Coach and/or completion of any level of First Tee Coach training

To Apply

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

Closing date for this position is 6/20/21. First Tee – Coachella Valley 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.

Full Time

Equal Employment Opportunity Statement:

First Tee – Coachella Valley 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.

Employee Name (print)

Signature

Date

The Golf Center at Palm Desert / First Tee Coachella Valley
Landmark Golf LP