



## **JOB DESCRIPTION**

### **JOB TITLE: Program Coordinator- First Tee – Coachella Valley**

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EXEMPT (Y/N): No

DEPARTMENT: G&A

SUPERVISOR: Landmark Golf LP

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### **Position**

Program Coordinator, First Tee –Coachella Valley

### **Organization**

First Tee – Coachella Valley will create 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 golf courses, schools and youth centers throughout the Coachella Valley.

### **Position Summary**

The Program Coordinator (PC) is accountable for the safe, efficient, and effective delivery of the First Tee Program consistent with its vision, mission, and objectives and provides administrative support to the Executive Director and Program Director. The PC is responsible for ensuring that the operational objectives of the program are achieved through the implementation of effective strategies, practices and programs focused on improving the participant and volunteer experience. The incumbent provides leadership in delivering operational and program objectives in a cost-effective manner on a consistent basis in line with First Tee values.

Hours will be split between programming and administrative work. The PC also handles a wide range of administrative and executive support related tasks.

The PC will 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

- Develop constructive, cooperative, and effective working relationships with staff, volunteers, and individuals outside the organization, represent the organization to customers and the public.
- Learn the Life Skills Experience curriculum to build a comprehensive understanding and participate in First Tee Coach training opportunities.
- Assist Program Director to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans of volunteers.
- Participate regularly in coach meetings, trainings, and special events provided by the chapter.
- Work with the Program Director to assist in developing, implement, and updating program policies and procedures.
- Report important updates, incidents, and follow-ups to the Program Director.
- Assist in developing and adhering to the program & operating budget.
- Deliver a high-quality experience that ensures a positive and productive learning environment.
- Develop mutually beneficial partnerships with the DRD, YMCA, Boys & Girls Clubs, and schools
- Satisfy equipment needs for the program while maintaining the quality of equipment and all instructional areas.
- Assist in the development/selection of training aids and materials.
- Assist the Executive Director to plan, develop, and execute operational activities including tournaments, fundraisers, etc.
- Recruit and communicate with volunteers on upcoming events.
- Assist in the development of marketing and promotional materials.
- Contribute to the development and implementation of new ideas to meet goals.
- Complete other duties and projects as assigned.

## Qualifications

- Bachelor's Degree, preferably in the areas of sports management, business administration, education, recreation, or related field.
- Preferred PGA or LPGA teaching professional or youth coach/counselor

- 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
- Exceptional time management skills and ability to multi-task
- Charismatic, personable, and motivational in working with youth and volunteers.
- Knowledge of the game of golf, rules, and etiquette
- Prior youth development experience
- Ability to travel to meet with partner organizations, schools, trainings, chapter, and Network events as required and manage a flexible work schedule.
- Reliable, trustworthy, dependable, able to maintain consistent and regular attendance.

### To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to [tguion@ftcv.org](mailto:tguion@ftcv.org)

Closing date for this position is 06/20/21. 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.

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Employee Name (print)

Signature

Date

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