



## **Program Coordinator Job Posting**

### **Organizational Overview**

First Tee Greater New Orleans is part of a network of 150 Chapters in the International First Tee non-profit youth development organization. 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 life-enhancing values such as honesty, integrity and sportsmanship through golf and character education. By engaging young people in a combination of life skills, leadership, and golf activities, they are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community and beyond. First Tee Greater New Orleans Chapter was established in 2005. The education program is offered at 13 golf courses, 60 elementary schools and 2 youth centers in the New Orleans community.

### **Mission Statement**

To impact the lives of young people by providing educational programs that build character, instills life-enhancing skills and promote healthy habits through the game of golf.

### **Job Summary**

The primary responsibilities of the Program Coordinator are to support and assist the Program Director with developing and delivering superior, year-round programming in the New Orleans metropolitan and surrounding areas including support to our partners schools and after-school programs as well as implementation of special events and class instruction in our First Tee Program. This position involves assisting the program team with a variety of tasks, including curriculum support, marketing, database management and assisting with the development and coordination of new programs.

### **Essential Duties and Responsibilities**

- Encourage Birdie level youth and higher to participate in network participant opportunities
- Enter participants' information and progress through First Tee's online participant database, Salesforce; maintain accurate records and submit quarterly updates to Program Director
- Lead the creation, delivery, and oversight of outreach, in-school programs, and special events
- Recruit, train and support school staff, site leaders, and others involved with outreach programming
- Provide oversight, observation and evaluation of daily, seasonal, and annual lesson plans and sequence progressions to be used in outreach and in-school programming
- Distribute and manage program equipment and supplies to program partners as necessary
- Transition outreach participants into after-school and open enrollment programming through participation in school events, parent-teacher association meetings, Back to School Nights, recreation department registration events, etc.
- Collect, enter and manage participant data relevant to outreach, School Program, and Community programs
- Create, implement and coordinate school field trips & special events



- Increase community awareness by identifying and representing First Tee at program partner events
- Develop and distribute promotional and transition materials for outreach, School and Community Programs
- Maintain existing relationships and enroll new School, Community and outreach partners
- Lead after-school and Saturday First Tee Program classes, incorporating STEMLinks and Healthy Habits activities
- Perform other related duties as may be assigned, including special events which may take place on weekends
- Maintain and distribute golf club to program participants

#### **Required Qualifications/Skills**

- Bachelor's Degree in Education, Recreation or similar field of study
- Minimum of 2 years' experience working with youth
- Strong oral and written communications skills
- Excellent critical thinking skills
- Strong organizational skills
- Proficiency in all MS Office applications
- Working in outdoor weather conditions for extended periods of time
- Frequently moves equipment weighing up to 50 pounds for various classes and events

#### **Preferred Skills**

- Experience with youth-serving organizations
- Appreciation for young people, the game of golf and its inherent life lessons, education, and public service
- Knowledge or interest in the game of golf or golf management

**Reports to:** Program Director

**Supervises:** NONE

**Job Classification:** Full-time/Exempt

**Work Shifts:** Tues-Sat, 10am-6:30pm and some evenings/weekends for special events may be required. Attend all appropriate programming events.

**Compensation and Benefits:** Salary range is \$32,000-\$42,000 annually, commensurate with education and experience. Fringe benefits effective upon hire.

#### **To Apply**

Submit a cover letter, current resume and (3) professional references to [chip@firstteenola.org](mailto:chip@firstteenola.org). Applications will be accepted until the position is filled.

#### **EEO Statement**

First Tee Greater New Orleans is an Equal Opportunity Employer