



Program Director Job Description

Mission Statement:

To provide all children, including underprivileged, at risk, low-to-moderate income and special needs youth, the opportunity to participate in educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

Employment Status:

Full Time, Exempt.

Reports to:

The Program Director reports to the Executive Director.

Supervises:

The Program Director supervises the Program Coordinator, Site Coordinators and Coaching Staff, and all Volunteer Coaches.

Job Summary:

The Program Director provides leadership and management of program and curriculum development, planning, promoting and scheduling programs in accordance with the First Tee Life Skills Experience. This position leads program staff, volunteers, and works with participants and families in furtherance of our mission and goals. Additionally, The Program Director is responsible for the supervision of year-round program operations, participant registration and engagement, course access for programs, policy implementation and safety of all programs operated by The Campbell Course / First Tee - Greater Portland.

Roles and Responsibilities

Coach Leadership:

- Complete and remain an active Coach in the First Tee Coach Program.
- Work with Lead Instructors to develop lesson plans, and deliver the First Tee Life Skills Experience.
- Develop coaches and volunteer assistant coaches to deliver the Life Skills Experience curriculum.
- Enter and track coach and volunteer journey through Salesforce database.

Program Scheduling:

- Coordinate registration, schedules, transportation and lesson plans for Life Skills Experience, clinics, trainings, and auxiliary programs with other youth service organizations and schools.
- Develop and implement off-season and supplemental programs.
- Satisfy equipment needs for all programs at all locations.
- Oversee the THRIVE Mentor Program and coordinate mentors with weekly meetings and monthly enrichment outings.

Management/Administration:

- Track participants' information and progress through the First Tee online participant database; maintain accurate records and submit quarterly through Salesforce.
- Develop retention and progression plan to move participants through the certification levels.
- Develop and execute the Children's Activities budget.
- Report program metrics, operations data, and pertinent program data to the Executive Director and Board; review quarterly in conjunction with strategic planning and HQ requirements.
- Encourage and mentor participants to apply for national opportunities.
- Manage and update the First Tee - Greater Portland and The Campbell Course websites.
- Manage, update, and market the organization on all social media.

- Account management for HQ partner discounts.

Volunteers:

- Develop a volunteer management system to ensure sufficient adult mentors and quality programming; including recruitment, training, recognition, and retention plans.
- Develop written roles and responsibilities for volunteer positions.
- Involve volunteers and golf professionals in the delivery of programs.
- Recruit and train program staff to assist with and lead classes as necessary.

Parents:

- Communicate with parents/participants through website, email, social media, and phone calls.
- Lead parent orientations at program locations.

Community Outreach:

- Represent the organization in the community in any and all fundraising, marketing, public relations and communication efforts.
- Participate in golf shows and applicable marketing opportunities.
- Manage relationship with the Oregon Golf Association, Oregon Junior Golf Association, and Youth on Course.
- Create promotional brochures to increase awareness of the programs and locations.
- Communicate with and submit documentation as required to First Tee HQ.
- Oversee the First Tee School Program and Community Program.
- Network with Chapter colleagues and exchange best practice ideas.
- Develop partnerships with outside organizations such as YMCA, Boys & Girls clubs and schools.
- Develop transition opportunities for outreach programs.

Program Location Relations:

- Create and maintain relationships with First Tee program locations.
- Assess, operate and maintain high quality programs and operations at each site.
- Effectively utilize access to golf course and learning facility at The Campbell Course.

Grant Opportunities

- Work alongside grants coordinator to solicit funding for new and existing programs.
- Present program results to satisfy grant reporting requirements.

Preferred Qualifications:

- 3+ years experience in nonprofit, golf, and/or education industries.
- Association with First Tee or PGA/LPGA teaching professional.
- Bachelor Degree in the area of sports administration, business management, education, or related field.
- Effective written and oral communication skills, and strong organizational skills.
- Proficient technology skills, particularly in the area of database systems, social media, and basic web design.
- Knowledge of, and commitment to, the goals and philosophy of First Tee and the game of golf.
- Charismatic, personable, and motivational in working with youth and volunteers.
- Experience working with community based organizations and volunteer programs.
- Ability to work occasional nights and weekends.
- Ability to travel and attend Coach Trainings, Regional and Network Meetings.

Salary

\$45,000-50,000: commensurate on experience

Benefits

Full medical; limited vision and dental; SIMPLE IRA

Application

Please send resume and cover letter to Marti Loeb, mloeb@thefirstteegp.org