



## **POSITION**

Manager of Community Engagement: Memorial Park Golf Course, First Tee – Greater Houston

## **ORGANIZATION**

First Tee – Greater Houston creates 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 – Greater Houston 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 Houston.

## **POSITION SUMMARY**

The Manager of Community Engagement (MCE) oversees all efforts related to Community Partnerships (School Program and Community Program), as well as building relationships with community leaders and organizations that may or may not currently be chapter stakeholders. This individual will work closely with the Program Director (PD) and Program Manager – Memorial Park (PM) to create and carry out plans for engaging and impacting all schools surrounding Memorial Park Golf Course. The MCE will spend a significant amount of time out in the community collaborating with schools, teachers, civic leaders and other youth serving organizations fulfilling the organizations DE&I initiatives. This individual will work hand-in-hand with the Program Director to ensure Community Partnerships and the First Tee Program are mutually supporting one another for the overall health and growth of the chapter. 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.

Reporting to and collaborating with the PD, the MCE will oversee program design, , evaluation of programs and curriculum, and support the overall strategic and operational plan for First Tee – Greater Houston with a focus on programs surrounding and at Memorial Park Golf Course. In accordance with the standards set by the PD, the MCE will coordinate teachers, youth leaders, partnerships, events, data reporting, policies, procedures, and safety protocols. Other primary roles will include: creating transition opportunities for participants from school and afterschool programs to the First Tee program at Memorial Park, and actively seeking out a diverse group of volunteers from all segments of the chapter's service area.

The MCE 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.

*Key Criteria for success of the role include:*

- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics
- Expand and scale First Tee programs in additional high-priority, at risk neighborhoods
- Understand the importance of youth safety and fulfill safety protocols;
- Enjoy coaching kids, volunteers and adults in a fun, safe environment

## **RESPONSIBILITIES**

- Oversee all First Tee outreach and community programs at and surrounding Memorial Park Golf Course. Top priority will be promoting diversity, retention and advancement at this location and maximizing the number of partnerships with schools and after-school programs;
- Recruit and organize community partners surrounding Memorial Park, with a particular focus on the partners surrounding the facility to involve more underprivileged, underserved and minority youth;
- Ensure top quality program delivery at schools and after-school programs, with a focus on transitioning kids to the on- course playing opportunities, organize and manage volunteer recruitment, training and management.
- Manage all Salesforce database records for partners of Memorial Park. This includes but is not limited to: tracking community partner participant numbers and demographic information, providing reports for PD/ED;
- Interact with participants, families and community partners in person and utilizing technology following all safety policies
- Collect and submit weekly pictures, videos and descriptions of programs for posting on the chapter's social media accounts

## **QUALIFICATIONS**

- Bachelor's degree in the area of sports administration, marketing, public relations, business management, education, recreation or related field;
- Candidates should ideally have knowledge or experience working with school districts, individual schools and teachers and/or youth development organizations such as the YMCA, Boys & Girls Club, etc.
- Demonstrate exceptional communication, fiscal management and logistical skills;
- Charismatic, personable and motivational in working with youth and school leaders;
- Passionate youth development ambassador with experience promoting access to and involvement in programs by youth participants, their families, volunteers, donors, donor prospects and allied partners;

- General knowledge of sports and enthusiasm for golf and prior direct experience with youth development programming preferred;
- Excellent, transparent, and inclusive communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others equitably and with respect;
- Well-organized and energetic, lead-by-example doer, committed to personal excellence;
- Knowledgeable professional but also an avid and enthusiastic learner willing to ask questions and pursue professional development for self as well as staff and volunteers, fostering an active culture of philanthropic service and teamwork;

### TO APPLY

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to [firstteegreaterhouston@hga.org](mailto:firstteegreaterhouston@hga.org)  
Questions may be directed to [firstteegreaterhouston@hga.org](mailto:firstteegreaterhouston@hga.org)  
Closing date for this position is September 30<sup>th</sup> 2021. First Tee – Greater Houston 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 including base salary, bonus opportunity, and competitive benefits package. Full Time, Exempt

#### Equal Employment Opportunity Statement:

First Tee – Greater Houston 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.