



## **Assistant Program Director Job Description**

### **Chapter Overview**

First Tee — Upstate South Carolina is one Chapter of an international non-profit youth initiative called First Tee. 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, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. First Tee Junior Golf and Life Skills Programming is the unique component that sets itself apart from many other successful junior golf programs and youth development programs through sport.

### **Mission Statement**

First Tee — Upstate South Carolina is a nonprofit organization dedicated to impacting the lives of young people in Anderson, Cherokee, Greenville and Spartanburg counties by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf. Offering programs specifically designed for young people ages 5 to 18, the organization impacts the lives of over 60,000 Upstate area youth each year.

### **Reports to**

The Assistant Program Director reports to the Program Director.

### **Employment Status**

Full time, Exempt

### **Job Summary**

The Assistant Program Director will create and establish new programs within the chapter which will retain and progress participants through First Tee programming. Their focus will be on coaching and supporting the Program Director on initiatives that will create a lasting impact on the lives of the young people that we serve. They will also be responsible for daily program operations and communications, course access, policy implementation and safety of all programs operated by First Tee — Upstate South Carolina.

## **Roles and Responsibilities**

### Coaching:

- Must become proficient in the TARGET program and the delivery of PLAYer, Par, Birdie, Eagle, and Ace levels through the First Tee Coach Program
- Develop programs and implement First Tee Youth Golf and Life Skills Programming as outlined in First Tee guidelines
- Coach First Tee Youth Golf and Life Skills Programming and administer the First Tee Certification process
- Create lesson plans that match the life skills objective with fun games and experiences for participants
- Provide a safe environment
- Make available additional private lessons for select participants

### Additional Program Offerings:

- Partner with other Youth Golf Organizations to offer our participants additional golf programming offerings. Meet with Program Locations to set-up additional program offerings, tournaments, etc. that will create an environment of continued learning:
  - PGA Junior League
  - Drive, Chip & Putt
  - PGA Family Cup
  - USGA/LPGA Girls Golf Program
  - Youth On Course
  - South Carolina Junior Golf Tours
  - US Kids
  - Hurricane Junior Golf Tour
  - Peggy Kirk Bell Girls Golf Tour
  - Etc.
- Assist the administration of our PGA Junior League Team housed with First Tee — Upstate South Carolina
- Assist in administrating an Ace Level Program for participants to experience different areas of the golf industry and service our community
- Lead the chapters STEMLinks Programming including the Annual STEMLinks Summer Camp and STEMLinks Field Trips
- Lead off-season and supplemental programs for Birdie and above participants
- Encourage Birdie level youth and higher to participate in network, regional and local opportunities
- Help create opportunities for Youth Serving Organizations (Kroc Center, Boys & Girls Club, YMCA's, Recreation Centers, etc.) that will allow them to participate in the above additional program offerings

### Management/Administration:

- Aid in the implementation of coach trainings
- Aid in tracking participants' information and progress through First Tee online participant database (Salesforce); maintain accurate records
- Aid in the development of a retention and progression plan to move participants through the certification levels
- Report program metrics, operations data, and pertinent program data

- Attend and present at Board and Advisory Council meetings when needed
- Assist in developing and adhering to the Program & Operating budget
- Aid in communication efforts (MailChimp & Social Media) to all First Tee — Upstate South Carolina stakeholders
- Provide recognition and awards for participants
- Satisfy equipment needs for the programs
- Maintain the quality of equipment
- Assist in the development/selection of training aids and materials
- Assist in the development and administration of a Train the Trainers Program for chapter coaches
- Communicate with and submit documentation as required to First Tee Headquarters

Volunteers:

- Develop a volunteer management system for all volunteers to ensure sufficient adult mentors and quality programming; including recruitment, training, recognition, and retention plans
- Develop written roles and responsibilities for volunteer positions
- Recruit and train program volunteers to assist with and lead classes

Parents:

- Assist with parent orientations
- Communicate with parents/participants of levels through in-person meetings, zoom/Google Meet, web site, email, and mail
- Provide opportunities to engage parents of all level of participants in their child's learning
- Provide opportunities for participant family members to learn the game of golf

Community/Network Outreach:

- Represent the Chapter in the community
- Aid in in the creation of promotional brochures to increase awareness of the programs administered
- Network with other Chapter colleagues and exchange best practice ideas
- Assist the Executive Director in fundraising, marketing, public relations and communication events and efforts when needed

**Preferred Qualifications**

- Bachelors Degree in the area of sports administration, business management, education, recreation or related field
- Recognized First Tee Coach with three years' experience in the First Tee Network as staff or an alum of the program
- At least three years experience as a PGA of America or LPGA teaching professional/associate
- Demonstrate exceptional communication, fiscal management and managerial skills

- Adhere to the standards of conduct and involvement established by First Tee, PGA and LPGA
- Charismatic, personable, and motivational in working with youth and volunteers
- Ability to multitask and reprioritize duties on an ongoing basis
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings
- A flexible schedule, with availability to work some weekends and evenings
- Able to travel throughout the service area of the chapter (Upstate of South Carolina)
- Ability to be outside in all weather conditions and transport/lift/roll equipment that may be upwards of 30lbs.

#### **Salary and Benefits**

- Compensation range of \$28,000 to \$31,000 dependent on preferred qualifications met
- Health insurance stipend of \$3,000 per year or health insurance coverage provided
- Bonus of up to \$4,500 provided based on yearly performance goals
- 10 Paid Vacation Days plus Major Holidays Off including New Year's Day, MLK Jr. Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after, Christmas through New Year's Eve
- Monthly Cell phone stipend - \$50 per month
- Mileage reimbursement
- Full payment of successful completion of PGA or LPGA Education and Dues
- First Tee — Upstate South Carolina clothing provided

#### **Contact Information**

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