



Employment Details

Position: Assistant Program Director Post Date: October 1, 2021

Chapter Name: First Tee – Greater Charleston

Salary/Wage: Commensurate on experience **Location:** Charleston, SC

Position Type: Full-time **Job Category:** Programming

Education Level: Bachelor's Degree preferred (but not required) in the areas of sports administration, education, recreation, psychology, or related field. Any experience will also be considered.

Job Description and Responsibilities

First Tee – Greater Charleston is excited to hire a new full-time employee to lead a variety of our growing programs. This position will be charged with developing, managing, and coaching the following:

- **Game Changers:** provides impactful year-round experiences for underserved students who are on the brink of success. Starting during the summer before sixth grade and continuing through high school, participants will meet weekly (Saturdays) during the school year and daily (Monday-Friday) during the summer for an inclusive golf and life skills education and mentoring program. The Assistant Program Director will take the lead in planning morning golf activities and assisting with afternoon STEM programs and field trips.
- **Core Golf and Life Skills:** uses activity-based learning on the golf course to teach the basics of golf as well as First Tee's character education curriculum to kids, ages 5-18 at 8 locations across Charleston, Dorchester, and Berkeley counties. APD will lead coach classes during the spring and fall core seasons as well as assistant coach during the summer.
- **Outreach:** hosts adapted life skills programs for students in familiar settings at their community centers, after school programs, and churches. These programs range from one-day events to 10-week seasonal programs. APD will be charged with cultivating new outreach partnerships by visiting and planning meetings with churches, schools, and outreach centers as well as lead coaching many of these programs during the winter.
- **In-school Program:** creates character education learning opportunities in physical education classes at local elementary schools. APD will assist PE teachers with their First Tee unit during the school year as well as train new schools to deliver the program.

There will also be development and administrative opportunities for the Assistant Program Director in the fall, winter, and springtime.

Qualifications

An individual who is self-motivated, can work independently and as part of a team, supervise others, and help young people learn is crucial. The best candidate will need the ability to communicate and mentor kids of all ages, not just on the golf course, but also in a classroom setting. The position will require an adjusted 5-day work week (summers: Monday-Friday and school year: 4 weekdays plus Saturday).

General

All candidates must have a driver's license and are subject to a background check, drug screening, driver's record screening, and pre-employment physical.

Benefits

- Medical and dental benefits
- SIMPLE IRA
- Paid holiday and vacation time
- Monthly cell phone stipend
- National First Tee training and networking opportunities

Contact Information

Contact: Meghan Taylor

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Chapter Website: <http://www.firstteegreatercharleston.org>

To apply for this position, please email your resume to the address above.