

## Employment Details

**Position:** Program Specialist

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**Chapter:** First Tee - Greater San Antonio

**Location:** San Antonio, TX

**Preferred Education Level:** Bachelor's Degree

**Preferred Certification Level:** First Tee Coach

### Mission Statement

To impact the lives of young people by providing learning and educational programs that promote character development and life enhancing values through the game of golf.

### Job Summary

Program Specialist undertakes a variety of program management responsibilities between kids, parents, and staff. Program Specialist supervises the execution of programs and ensure team members have everything they need to complete their task including creating program material, set-up, take-down, and documentation. In addition, participate and be involved in special events.

### Reports to

The Program Specialist reports to the Program Director.

### Collaboration

The Program Specialist collaborates with the Executive Director, Program Director, Program Manager, and all coaches, interns, program volunteers, and any site coordinators.

### Employment Status

Full time, Exempt

### Preferred Qualifications

- Bachelor's Degree in sports administration, business management, education, recreation, or related field.
- Demonstrate exceptional communication, fiscal management, and managerial skills.
- Adhere to the standards of conduct and involvement established by Golf San Antonio and First Tee.
- Charismatic, personable, and motivational in working with youth and volunteers.
- Able to travel to attend Regional and Network Events and Training.

### Roles and Responsibilities

#### Coaching

- Complete and maintain First Tee Coaching Program Certification.
- Deliver programs and implement First Tee Life Skills Education Program

#### Program

- Coordinate program schedules.
- Create and implement off-season and supplemental programs.
- Assist in the development/selection of training aids and materials.

**Management/ Administration**

- Track information and progress through First Tee online participant database; maintain accurate records.
- Implement and update program policies and procedures.
- Report program metrics, operations data, and pertinent program data.
- Attend staff meetings.

**Volunteers**

- Participate in Volunteer Appreciation events.
- Train program staff, volunteers, and golf professionals to assist with and lead classes.

**Parents**

- Participate in parent orientation programs.
- Communicate with parents/participants through phone, web site, and email.

**Community/ Network Outreach**

- Represent the chapter to the community and assist in fundraising, marketing, public relations, and communication efforts.
- Participate in events and tournaments.

**Program Affiliates**

- Maintain relationships with program affiliate partners.

**Compensation**

- Salary is commensurate with experience and other qualifications
- Quality benefits package includes health insurance, Simple IRA and PTO
- Cell Phone Reimbursement
- Travel Reimbursement
- Golf playing privileges and Merchandise Discounts

**Job Type:** Full time, Exempt

**Location:** Polo Field Driving Range – 915 East Mulberry Street, San Antonio, TX 78212

**License:** Driver's License (Preferred)

**Work authorization:** United States (Required)