



Job Description

Program Coordinator

Job Summary

The Program Coordinator provides leadership assistance with program and curriculum development, planning, and instruction. This position develops and implements programs that inspire children to embrace First Tee's character development and grow in the game of golf. The successful candidate effectively supervises daily program operations, volunteer coordination, fiscal management, policy implementation, and helps ensure the safety of youth development programs operated by First Tee — Pike's Peak at various locations including golf facilities, schools and other youth development organizations. This person is a self-starter who has the energy to multitask in a customer facing environment that includes youth participants, parents, coaches, volunteers, school staff and youth directors. They are a strong communicator whose interpersonal skills enable them to effectively work with all chapter stakeholders. This position will also assist the Director of Golf and Education with a variety of tasks ranging from curriculum support, to marketing, to database management, and assisting with the development of new programs.

Reports to: Executive Director

Employment Status: Full Time

Duties and Responsibilities

Programming and Coaching

- Work with the Director of Golf and Education to coach all programs
- Assist in program set up, delivery and breakdown
- Proficient in the delivery of all programs and curriculum
- Aid in the development of curriculum and lesson plans
- In partnership with the Director of Golf and Education develop retention and progression plan to move participants through the certification levels
- Oversee the Parent Ambassador Program and communicate with parents on upcoming programs, certification requirements, etc.
- Create opportunities for participants to play golf outside of regular schedule programming
- Encourage and assist qualified youth to participate in golf tournaments, Headquarters opportunities and local chapter events
- Ensure a safe environment for participants, coaches, volunteers and parents
- Satisfy equipment needs and maintain the quality of equipment and all instructional areas
- Aid in registration of participants, tracking participants' information and reporting as required through internal tracking tools and databases
- Aid in the chapter's goal of increasing participation retention rates
- Create and implement off-season, supplemental programs, and continuous learning programs: i.e. leagues, family events, tournaments, or additional opportunities
- With the Director of Golf and Education report program metrics, operations data, and pertinent program data to the Executive Director to share with the board of directors

Outreach

- Serve as the primary liaison for both the School Based and Community Programs. This includes completion of individual school/facility agreements, assisting teachers and facilitators with training obligations and support,

conducting on-site visits, coordination of equipment sharing, planning of field trips and events, and representing First Tee during field days, family fitness nights, PE events, and in-school functions

- Assist the Director of Golf and Education with the delivery of School Based and Community Programs
- Maintain existing partner relationships and execute on action plans to increase the engagement of local schools and youth development organizations
- Create an action plan to increase the number of schools and youth development organizations that participate in the program, recruit new schools and youth development organizations
- Develop transition opportunities for outreach participants to the LSE program. Conduct annual events, transition events and other outreach partner engagements with the goal of enrolling an increasing number of transitioning youth into First Tee — Pikes Peak's certifying programs
- Determine outreach program goals and subsequent evaluation tools to measure and track program impact on participants, families, volunteers, and partner organizations

Volunteers

- Assist the Director of Golf and Education with recruiting, onboarding, and training program staff and volunteers to assist with and lead classes
- Establish and maintain a volunteer coach training and orientation program, complete with policies and procedures, volunteer feedback strategies, volunteer evaluation, and volunteer retention
- Schedule and place volunteers to achieve goals of adult to child ratios for all programming and special events
- Maintain communication with volunteers through website, email, social media and mail
- Oversee the Volunteer Committee

The Learning Center

- Help oversee the daily operations and customer service in peak hours of The Learning Center
- Assist in creating revenue opportunities at The Learning Center by creating events, selling memberships and booking private parties
- Provide excellent customer service to members and guests
- Answer phone calls and assist with front desk admin duties
- Ensure cleanliness and order of the entire facility
- Assist in identifying, promoting and delivering community clinics, leagues and private parties

Preferred Qualifications

- Demonstrate exceptional communication, fiscal management and managerial skills
- Charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to attend academies, regional and annual meetings and training sessions
- Flexible work schedule, with seasons of 40+ hours a week
- Ability to be outside in all weather conditions and transport/lift/roll equipment that may be upwards of 75 lbs.
- Experience managing complex programs and capable of balancing multiple priorities effectively
- Ability to work well independently and collaboratively within a team environment
- Highly professional demeanor
- PGA or LPGA teaching professional desired but not required
- As part of our COVID-19 protocol, we require all employees to participate in our COVID-19 Vaccination program

Compensation: \$42,000-\$45,000

To Apply: Email your cover letter and resume to sandy@firstteepikespeak.org.