

## Program Coordinator Job Description

**Serving Martin and St. Lucie Counties**

**Reports to: Director of Operations**

**Location: Stuart, Florida**

**While this position is Treasure Coast based and centered, the Program Coordinator is a member of the First Tee – Florida Gold Coast/Children’s Golf Foundation, Inc. management team. There is tremendous collaboration and communication between our 3 chapters and the employees of the entire organization.**

### Program Locations:

- Identify and recruit strategic green grass program locations within chapter service area
- Create and maintain relationships with Program Location key staff
- Assess, operate and maintain high quality programs and operations at each site
- Ensure that adequate equipment needs for the programs are in place
- Assist in the development/selection of training aids and materials

### Programming:

- Coordinate Coaches, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
- Recruit new First Tee School Program elementary schools and after school facilities, mentor PE Coaches, monitor effectiveness
- Develop retention and progression plan to advance participants through the certification levels

### Coach and Volunteer Recruiting, Training and Management:

- Attend First Tee Coach Training as required and complete all requirements
- Become a First Tee Coach Trainer
- Recruit and help train new Coaches
- Recruit and help train new volunteers, manage their assignment once trained
- Send weekly registration information to Coaches
- Train Coaches on how to effectively communicate with parents
- Work with Coaches to manage program scheduling through registration portal
- Assist Coaches to develop retention and progression plan to move participants through the certification levels
- Visit and assess all program locations multiple times per year
- Teach Coaches how to administer The First Tee Certification process
- Assist Coaches in completing their training paperwork on time and determining which Coaches should attend additional training
- Work with CGF staff to conduct periodic Coach Meetings and publish a periodic Coach newsletter

**Marketing:**

- Work with CGF staff to develop marketing materials and signage for all Program Locations
- Assist in the creation of Chapter promotional brochures and collateral materials
- Post to Chapter social media accounts to increase awareness of the programs
- Contribute to Chapter e-newsletter with relevant stories, pictures and information

**Community/ Network Outreach:**

- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Participate or assist in events and tournaments
- Network with colleagues from other chapters and exchange best practice ideas

**Management/Administration:**

- Reply to emails, voicemails and enquiries about Program Locations
- Administrate and manage registration process and database in Salesforce
- Report program metrics, operations data, and pertinent program data to the Executive Director as necessary
- Encourage Birdie level youth and higher to participate in network benefits and opportunities
- Nominate high school students for First Tee's various participant opportunities for final approval by the Executive Director. Assist parents and students in the application process.
- Attend quarterly Board/Council meetings as needed and prepare reports for presentation as necessary

**Contact: Email resume only to [carlm@firstteeflgoldcoast.org](mailto:carlm@firstteeflgoldcoast.org)**

**For more information on the Treasure Coast chapter, please visit [firstteeflgoldcoast.org](http://firstteeflgoldcoast.org)**