



## **Program Assistant – Outreach**

### **First Tee – Sandhills Overview**

We are a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with a life skills curriculum, we create active learning experiences that build inner strength, self-confidence, and resilience that kids can carry to everything they do.

### **Position Summary**

The Program Assistant – Outreach will be primarily responsible for supporting and executing Community Partnership programs within the Chapter's service area. The main purpose of these programs is to introduce First Tee and the game of golf to young people in a way that will inspire interest and lead to continued participation. Inspired by a genuine passion for empowering and helping youth succeed in life, the Program Assistant will work diligently to promote and expand the efforts of the organization in local schools and youth-serving centers.

The Program Assistant will be responsible for supporting the Program Specialist with administrative tasks related to the planning and preparation for programs, as well as coaching and mentoring youth. Fieldwork will be focused on teaching young people to become responsible citizens and active golfers through the delivery of life skill and golf instruction via First Tee's School and Community Programs. Individuals should have a strong work ethic and effective communication skills, demonstrate flexibility, show enthusiasm and take initiative. Applicants should be of good character and reputation and have a desire to carry out the mission of First Tee by mentoring to youth. Previous experience with youth ages 5-12 in a group setting is preferred, and ability to demonstrate patience with new golfers is a must.

### **Responsibilities**

In addition to the areas highlighted in the overall job summary, the Program Assistant will perform duties within our geographic region such as:

#### **Teaching**

- Build a comprehensive understanding of First Tee's curriculum and participate in First Tee Coach training opportunities
- Assist Program Specialist in cultivating relationships with schools and youth-serving organizations
- Support school and youth-serving personnel with the delivery of First Tee programming
- Assist Program Specialists to ensure sufficient adult mentors and quality of programming
- Participate regularly in coach meetings, trainings, and special events provided by the chapter
- Provide a fun and safe environment during programs geared to participants ages 5 to 12 at elementary schools and youth center facilities
- In the summer, Program Assistants will be actively involved in outdoor camp operations

#### **Program Support**

- Support Program Specialist in maintaining participant database in Salesforce, including but not limited to, building out program(s) registration schedule in Salesforce and Chapter Website
- Aid in registration process, ensuring all registrations have been completed and communicate participants with school / youth organization
- Support Program Specialist with inventorying School and Community Program Equipment; establish 'needs,' coordinate delivery of additional equipment
- Ensure key community partners have up-to-date First Tee collateral materials
- Assist Program Specialists with preparation and distribution of all program related equipment and collateral
- Show initiative and work efficiently with coaches, volunteers, staff, teachers, parents and facility personnel at program locations
- Represent the chapter in various community settings

#### **Special Events**

- Support First Tee – Sandhills staff and volunteers in the planning and execution of fundraising and community awareness initiatives.

## Qualifications

- Bachelor's Degree, preferable in the areas of sports management, education, recreation, or related field
- Proficient computer skills in Microsoft Office and Google Drive; database experience a plus
- Commitment and passion for the mission and purpose of First Tee – Sandhills
- Exceptional communication, interpersonal relations, and organizational skills
- Exceptional time management skills and ability to multitask
- Charismatic, personable, and motivational in working with youth and volunteers
- Knowledge of the game of golf, rules, and etiquette
- Prior youth development experience
- Ability to travel to meet with partner organizations, schools, trainings, chapter, and Network events as required and manage a flexible, hybrid work schedule

**Start Date:** February 1, 2022

**Hours:** 25-30 Hours per week, this may include some holidays and weekends  
70% in Field, 30% in - office or hybrid work dependent upon location

## Additional Details

First Tee - Sandhills will provide Coach Training. Applicants must be able to lift up to 25lbs, be on their feet for the duration of programs, and work in variable outdoor weather conditions. All candidates are subject to a background check and drug screening. Must have reliable transportation and be willing to travel within Chapter footprint, which includes Moore, Cumberland, Harnett, Lee and Hoke Counties.

## Salary Range and Job Type

- Hourly pay, commensurate with experience
- Staff clothing
- Business travel mileage reimbursement
- \$50/month cell phone stipend
- Unique opportunities to network with industry leaders

## How to Apply

Applications must be submitted in .pdf format. To be considered, they must include the following:

- Cover Letter
- Resume
- Three (3) references with a direct tie to experiences on your resume from the last two (2) years. References may not be family members. Please include the following for each reference: Full Name, resume experience of association, best phone number, and email address.

## Contact Information

Courtney Stiles, Executive Director  
Email – [cstiles@thefirstteesandhills.org](mailto:cstiles@thefirstteesandhills.org)  
910.255.3035