



## **Position**

Program Director, First Tee Greater Wilmington

## **Chapter Overview**

The Greater Wilmington Youth Initiative, INC dba First Tee – Greater Wilmington has been established since 2012. Our service area includes New Hanover, Duplin, and Pender Counties. The First Tee – Greater Wilmington operates from their main campus at the Wilmington Municipal Golf Course where we have an indoor learning facility and a 3-hole short course to offer programming at.

First Tee – Greater Wilmington is one of 150 chapters worldwide that are part of a global non-profit youth initiative. First Tee was created in 1997 by the World Golf Foundation to use golf and character education to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity, and sportsmanship. By engaging youth in a combination of life skills, leadership, and golf activities, they are exposed to positive traits that will help them become valuable assets to their community and eventually achieve success in life. First Tee's Life Skills & Golf Experience is the unique component that sets it apart from many other successful junior golf programs.

At First Tee – Greater Wilmington, we are highly focused on reaching out to at-risk and underrepresented youth. We want our participants to see the beauty of the golf course, learn the skills they need to succeed in life, and build relationships with those who care for their well-being. In 2021, we worked with more than 500 participants in our afterschool program and served 15,000 youth in our School Program.

## **Mission Statement**

First Tee Greater Wilmington is a nonprofit organization dedicated to impacting the lives of young people in New Hanover, Pender, and Duplin counties by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

## Job Summary

The Program Director (PD), reporting to the Executive Director (ED), will provide oversight and direction to fulfill the organization's mission in New Hanover, Duplin, and Pender Counties. Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote and expand the efforts of the organization. Reporting to and collaborating with the ED, the PD will oversee program design, implementation, evaluation programs and curriculum, and support the overall strategic and operational plan for the First Tee – Greater Wilmington. In accordance with the standards set by the ED, the PD will coordinate the program coaches, volunteers, partnerships, events, data reporting, policies, procedures, and safety protocols.

The primary 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.

The PD will be highly visible in the community and represent the chapter in their community. S/he will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community.

## Roles and Responsibilities

### Instructions and Programs

- Develop programs and implement First Tee curriculum as outlined in First Tee Guidelines
- Coordinate registration, schedules, transportation, and lesson plans for clinics, workshops, and programs with other youth serving organizations and schools
- Must become proficient in the delivery of PLAYer, Par, Birdie, and Eagle level through the First Tee Coach Program
- Coach the First Tee Life Skills Experience and administer First Tee certification process
- Make the game and experience fun for participants
- Must have a strong desire to teach youth from all backgrounds
- Provide a safe environment
- Provide opportunities for participants to play 9 holes with a First Tee instructor monthly
- Help track participants' information and progress through the First Tee online participant database (Salesforce)
- Assist in developing, implementing, and updating program policies and procedures
- Assist in adhering to the Program Budget
- Lead Program Committee meetings and risk management committee meetings
- Assist in implementing recognition and awards for participants

### Volunteers/Mentors

- Responsible for onboarding all new volunteers/mentors

- Involve volunteers and golf professionals in the delivery of programs
- Recruit and train part-time staff to assist with and lead classes
- Provide training opportunities for volunteers/mentors

### **Parents**

- Effectively communicate with parents/participants through web site, email, mail, text, and telephone calls
- Provide opportunities to engage parent/guardian in their child's learning
- Manage Salesforce session registrations

### **Community/Network Outreach**

- Represent the chapter to community and aid in fundraising, marketing, public relations and communication efforts
- Participate in golf shows and all events
- Assist in the creation of promotional brochures to increase awareness of the programs and facility
- Communicate with and submit documentation as required to First Tee Headquarters
- Network with other chapter colleagues and exchange best practice ideas
- Maintain relationships with existing partnerships
- Develop, foster, and maintain partnerships with youth serving organizations that are not currently a partner
- Develop transition opportunities for outreach programs, partnerships, etc.
- Maintain relationships with existing golf course and non-golf course locations

### **Program Scheduling**

- Coordinate registration, schedules, transportation, and lesson plans for clinics, training, and programs with other youth service organizations and schools
- Create all program schedules and coordinate with Area Directors
- Implement homework and hitting programs and additional off-season and supplemental programming
- Maintain the quality of the equipment and all instructional areas
- Assist in the development/selection of training aids and materials

### **Program Affiliates**

- Identify and recruit strategic program affiliate sites/locations with Chapter service area
- Create and maintain relationships with program affiliate partners
- Assess, operate, and maintain high quality programs and operations at each site
- Effectively utilize access to golf courses and practice areas

## **Preferred Qualifications**

The following characteristics are necessary for success in this position:

### **Communication Skills**

- Strong use of written English language including grammar, spelling, and punctuation
- Quick response time via phone, email, text, and other electronic communication
- Active listener
- High emotional IQ
- Not afraid of 'the ask' and to follow up with people
- Positive attitude

### **Technical Skills**

- Computer savvy
- Comfortable with learning online database systems

### **Personal Characteristics**

- A love for youth ages 5-17
- A heart for students from challenging circumstances
- A passion for the game of golf
- Entrepreneurial
- Self-starter
- High Integrity
- A servant heart
- High attention to detail
- Strong memory
- Ability to focus in a high-energy environment
- Flexible and Organized
- Personally accountable to high standards of achievement
- Outcome driven
- Patient

### **Salary and Benefits**

- Compensation range is negotiable, based on experience
- Medical Insurance (available after 90-day probation period)
- 10 Paid Vacation Days (after conclusion of 90 days) plus major holidays off including New Year's Day, MLK Jr. Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas.
- Apparel Stipend

### **To Apply**

Please submit a cover letter detailing your experience related to the Roles and Responsibilities, along with your resume to [brittany@thefirstteegreaterwilmington.org](mailto:brittany@thefirstteegreaterwilmington.org). Closing date for this position is 2/28/2022.

## **Equal Employment Opportunity Statement**

First Tee – Greater Wilmington is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.