



Position

Program Director, First Tee – Raritan Valley

Organization

First Tee – Raritan Valley will create experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Raritan Valley creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, schools and youth centers throughout Hunterdon, Middlesex, Morris, Somerset, Union and Warren counties in New Jersey.

Position Summary

The Program Director (PD), reporting to the Executive Director (ED), will provide oversight and direction to fulfill the organization's mission in Hunterdon, Middlesex, Morris, Somerset, Union and Warren counties in New Jersey. 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 of programs and curriculum, and support the overall strategic and operational plan for First Tee – Raritan Valley. 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 PD will represent the chapter to the community. S/he will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community.

Key Criteria for success of the role include:

- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics
- Expand and scale First Tee's programming in additional high-priority, at risk communities
- Understand the importance of youth safety and fulfill safety protocols;
- Desire for continuous professional and personal development
- Enjoy coaching kids, volunteers and adults in a fun, safe environment

Roles and Responsibilities

Programs

- Lead, manage, and support a staff of 25+ coaches
- Lead our LPGA/USGA Girls Golf Program
- Lead our Summer Camp Program
- Develop programs and implement First Tee curriculum as outlined in First Tee Guidelines
- Must become proficient in delivery of the First Tee curriculum through the First Tee Coach Program and coach classes
- Must have a strong desire to teach youth from all backgrounds
- Make the program and experience fun and safe for all participants
- Manage session registrations, track participants' information and progress through Salesforce
- Assist in developing, implementing, and updating program policies and procedures
- Assist in development of and adhering to Program Budget
- Assist in implementing recognition and awards for participants
- Assist in creation of promotional brochures to increase awareness of First Tee programs
- Assess, operate, and maintain high quality programs and operations at each site
- Effectively utilize access to golf courses, practice areas, and facilities
- Develop programs and events for youth outside of First Tee curriculum
- Acquire Program Director status with First Tee Home Office
- Maintain the quality of the equipment and training aids at program locations
- Assist in the development and selection of training aids and materials

Coaches, Mentors, and Volunteers

- Responsible for recruiting and onboarding
- Assign and involve volunteers in delivery of programs
- Provide training opportunities and professional development

Parents

- Effectively communicate with parents/participants through email, social media, telephone, and website
- Provide opportunities to engage parents in their child's learning

Chapter

- Represent chapter to community and aid in communication(Social Media), fundraising, marketing, and public relations
- Maintain relationships with existing programming facilities and non-golf course locations
- Communicate with and submit documentation as required to First Tee Headquarters
- Network with other chapter colleagues and exchange best practice ideas
- Attend Regional and National Meetings, First Tee webinars, and other events

Qualifications

- Bachelor's degree in the area of sports administration, business management, education, recreation or related field;
- 2-3 years' experience managing a team of coaches/volunteers; preferably in a youth development setting;
- Demonstrate exceptional communication, fiscal management and managerial skills;
- Strong use of written English language including grammar, spelling, and punctuation
- Experience in identifying and managing program staff and volunteers;
- Charismatic, personable and motivational in working with youth and volunteers;
- Passionate youth development ambassador with experience promoting access to and involvement in programs by youth participants, their families, volunteers, donors, donor prospects and allied partners;
- General knowledge of sports and enthusiasm for golf and prior direct experience with youth development programming preferred;
- Excellent, transparent, and inclusive communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others equitably and with respect;
- Well-organized and energetic, lead-by-example doer, committed to personal excellence;
- Knowledgeable professional but also an avid and enthusiastic learner willing to ask questions and pursue professional development for self as well as staff and volunteers, fostering an active culture of philanthropic service and teamwork;

Characteristics Necessary for Success in the Position

- Accountable, Active Listener, Attention to detail, Flexible, Integrity, Not afraid "to ask" and follow up with people, Organized, Outcome driven, Passion for golf, Patient, Positive Attitude, Responsive, and a Self-starter

To Apply

Please submit a cover letter detailing your experience related to the Roles and Responsibilities & Qualifications, along with your resume, and three professional references to Mark McCabe, Executive Director, at mmccabe@firstteerv.org.

Questions may be directed to mmccabe@firstteerv.org. No phone calls accepted.

Closing date for this position is February 28th, 2022 . First Tee – Raritan Valley has the right to accelerate or extend the closing date of this position at any time.

Salary Range and Job Type

Compensation will be commensurate with experience in the \$45,000 – \$55,000 range, cell phone or stipend, paid holiday and vacation days, range privileges at Galloping Hill Golf Course, and staff clothing.

Full Time, Exempt

Equal Employment Opportunity Statement:

First Tee – Raritan Valley 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.