



Job Description Program Manager - Outreach

Chapter Overview

First Tee - Greater Dallas (FTGD) is one Chapter of an international non-profit youth initiative called The First Tee. First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, a core set of life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills & Golf Experience is the unique component that sets First Tee apart from many other successful junior golf programs. Since 2007, FT-GD has operated as a division of the Texas Golf Association Foundation.

Reports to

The Program Manager reports to the Program Director

Supervises

The Program Manager supervises all Site Leaders, Program Coaches and program volunteers in his/her area.

Employment Status

Full Time, Exempt – As employee of Texas Golf Association

Job Summary

The Program Manager provides leadership to program and curriculum development, planning, scheduling, promoting, and successfully executing outreach and in-school programming in accordance with The First Tee Life Skills and Golf Experience. The position includes developing, delivering, and evaluating instructional programs; training participants, volunteers, and staff; managing participant and volunteer progression, development, and retention; implementing program policies; ensuring the safety of participants and volunteers; and building alliances with community partners and facilities. The position currently involves approx. 60% direct teaching and 40% administration and oversight.

SPECIFIC DUTIES TO THIS POSITION

- Delivery, implementation, and oversight of outreach and in-school programs
- Set-up facility for in-school or outreach programs
- Deliver golf and life skill instruction in a school or one-time fair setting.
- Coordinate, lead, and manage coaches involved with programming
- Help create lesson plans to be used in outreach and school programming
- Manage the distribution of program equipment and supplies in school systems

- Lead with the recruitment of program participants through outreach programming
- Enter data pertaining to outreach and National School Program
- Creation and implementation of field trips and special events
- Assist with the development of relationships with other youth serving agencies
- Perform other related duties as may be assigned

QUALIFICATIONS

- Bachelor's degree or equivalent educational certificate
- Experience in a youth development organization and/or as a credentialed school educator
- Working vehicle/mode of transportation
- Proficiency in MS Office and OneDrive

Preferred Qualifications:

- Recognized First Tee Coach
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation Social Work, or related field
- At least two years' experience in a youth development organization and/or as a credentialed school educator
- At least two years' experience as a recognized First Tee Coach and/or PGA or LPGA golf professional or apprentice
- Experience in managing an instructional staff and volunteers

Full benefits provided, including:

- 401k match program
- health insurance coverage (*free standard coverage for employee, cost per additional family member*)
- 2-weeks paid vacation at hire, accrual of more days over tenure in position
- mileage reimbursement and cell phone stipend per month
- and others

For more information or to submit your cover letter or resume for this position, please contact Program Director Katie Harris at kharris@firstteedallas.org