

Position: Program Director

Reports To: Chief Operating Officer

Status: Full time, Exempt

Location: San Antonio, TX

Date Posted: April 6, 2022

Start Date: ASAP

Chapter Overview:

First Tee - Greater San Antonio is one chapter of an international non-profit youth initiative called First Tee. First Tee was created in 1997 by the World Golf Foundation and First Tee - Greater San Antonio was founded soon after, in 2000. The First Tee was founded to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship.

Mission Statement:

Empowering youth to build character and life skills through the game of golf.

Job Summary:

The Program Director provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with First Tee Life Skills Experience. The Program Director also is responsible for the supervision of daily program operations, course access, facility and fiscal management, policy implementation and safety of all programs operated by First Tee - Greater San Antonio.

Roles and Responsibilities:

Management/ Administration:

- Direct management and oversight of program staff, including Program Manager, Program Specialist, and Program Ambassador
- Oversight and management of volunteer and coaches' program
- Management of participants' information and progress through the First Tee online participant database; maintain accurate records and submit quarterly
- Develop retention and progression plan to move participants through the certification levels
- Develop, implement, and update program policies and procedures
- Assist in developing and adhering to the Program & Operating budget
- Report program metrics, operations data, and pertinent program data to the CEO and Board of Directors
- Provide recognition and awards for participants
- Encourage Birdie level youth and higher to participate in network benefits and opportunities
- Ability to speak to potential First Tee stakeholders about First Tee Program

Coaching:

- Must become proficient in the delivery of all levels of First Tee curriculum
- Develop programs and implement First Tee Life Skills Education as outlined in First Tee guidelines
- Coach First Tee Life Skills Experience and administer First Tee Certification process
- Make the game and experience fun for participants
- Provide a safe and inclusive environment
- Conduct program orientations for participants and families
- Provide oversight and development of coaches in the program

Program Scheduling:

- Management of registration, schedules, and lesson plans for clinics, trainings, summer camps and First Tee programs and other youth services organizations and schools
- Create and implement off-season and supplemental programs

- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials

Volunteers:

- Oversight of volunteer network to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans
- Manage roles and responsibilities for volunteer positions
- Involve volunteers and golf professionals in the delivery of programs
- Recruit and train program staff to assist with and lead classes

Parents:

- Building and maintaining strong relationships with parents
- Communicate with parents/participants through website, text, and email
- Provide opportunities to engage parent's in their child's learning

Community/ Network Outreach:

- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Participate in organization events and tournaments
- 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 Home Office
- Network with other Chapter colleagues and exchange best practices
- Participate in leadership teams for First Tee School Program
- Develop partnership opportunities for outreach programs including School & Community Programs

Program Affiliates:

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

Preferred Experience:

- Bachelor's Degree in sports administration, business management, education, recreation, or related field
- Minimum of 2-3 years of leadership experience in a management or supervisory role
- Previous experience in youth development & volunteer program

Required Skills:

- Demonstrate exceptional communication, fiscal management, and managerial skills
- Charismatic, personable, and motivated
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings
- Innovative thinker who is positive, proactive, and readily embraces change
- Strong written and verbal communication skills
- Detail-oriented & self-motivated
- First Tee Mission, Vision & Values alignment
- Strong management/leadership skills
- Ability to work flexible schedule, including nights and weekends as required

Compensation:

- Salary is commensurate with experience and other qualifications
- Benefits include medical, dental & vision insurance, Simple IRA (matching), PTO, mileage & cell phone reimbursement

Submit resume and cover letter to Kellen Kubasak at kellen@golfsanantonio.org