



POSITION TITLE: Campus Coordinator

DEPARTMENT: First Tee – Monterey County

SUPERVISOR: Program Director

FLSA STATUS: Full-time Non-Exempt

At First Tee – Monterey County, we're providing youth of all backgrounds an opportunity for a brighter future.

Position Summary

The Campus Coordinator provides leadership to day to day operations of First Tee Golf and Life Skills Experience, program development, planning, scheduling, facility utilization, policy implementation and safety.

Duties and Responsibilities

Under the direct supervision of the Program Director;

- Promote First Tee's mission by modeling First Tee Nine Core Values and adherence to First Tee Code of Conduct
- Work closely with the Member and Guest Services Coordinator and Future Citizens Programs Coordinator to ensure participants enjoy the full benefit of First Tee – Monterey County and non First Tee youth development opportunities
- Responsible for direct oversight and supervision of First Tee – Monterey County Golf and Life Skills Experience, Coaches and John Zoller Clubhouse and Staff
- Distribute Lesson Plans in a timely manner to teachers, principals, coaches, staff and volunteers for all Golf and Life Skills classes, on site clinics, workshops and classes and programs with other youth services organizations and schools
- Ensure coach to student ratios are within First Tee – Monterey County's philosophy
- Continuously strive to improve coaching quality standards utilizing Coach Observation Form
- Overall responsibility for providing up to date and accurate information to Member and Guests Services Coordinator for; registration, attendance, schedules, transportation and Lesson Plans
- Create and implement activities during non-programming weeks
- Report program operations and information to the Program Director
- Provide Member and Guest Services Coordinator all participant information and progress through the Certification process
- Relay students' certification information to parents and participants
- Promote, conduct, and oversee Certification for participants attending all levels
- Relay participant Certification results and findings to Member and Guest Services Coordinator
- Conduct regularly scheduled recognition and awards events for participants
- Provide volunteer specialist with volunteers' information and attendance records
- Conduct regularly scheduled volunteer training sessions
- Assist Member and Guest Services department in the successful functioning of the Parent Advisory Committee, and assist with the conducting of parent orientations

- Provide leadership for First Tee - Monterey County Tournament Club schedule, assigning responsibilities as needed
- Encourage upper level youth to participate in tournament opportunities
- Source and order new and innovative training aids, program equipment and materials
- Assist in developing and adhering to the operating budget
- Work directly with Member and Guest Services Coordinator to provide seamless integration of programming and facility use
- Assist in the creation of promotional brochures to increase awareness of the program
- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Able to travel to attend Academies, Regional and Annual Meetings and training sessions

Other Responsibilities

- Handle walk-in participants, volunteers, potential donors and parents in a polite and courteous manner
- Operate standard and specialized office equipment
- Receive and screen The First Tee of Monterey County visitors and telephone calls and take messages and reports. Make judgments on call priorities
- Provide factual information regarding inquiries about The Monterey Peninsula Foundation, First Tee Open, The AT&T Pebble Beach Pro-Am, The First Tee of Monterey County programs and activities , as well as The First Tee Home Office programs and opportunities
- Create fliers and notices to participants and parents regarding schedule changes, special events and related routine communication
- Proofread and check typed and other materials for accuracy, completeness, compliance with policies and correct English usage, including grammar, punctuation and spelling

Preferred Experience

- At least two years experience in a youth development organization or setting and/or as a credentialed school educator
- Experience and knowledge of First Tee program.

Education

- Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California.
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation or related field.

Preferred Qualifications:

- Recognized First Tee Coach
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation Social Work, or related field
- At least three years experience as a PGA of America or LPGA teaching professional
- Demonstrate exceptional communication, fiscal management and managerial skills
- Experience in identifying and managing an instructional staff and volunteers

Other Qualifications

- Successfully pass criminal background check.

- Possess a valid California Driver License with a driving record acceptable to the Future Citizens Foundation.
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work from the Immigration and Naturalization Service
- Bilingual fluency in English and Spanish is desirable

Physical Requirements:

Position requires standing, walking, crawling, and sitting. Position involves use of a keyboard involving repetitive motions with fingers, and the use of telephone and face-to-face communications that require accurate perception of speech as well as talking and hearing. Position requires the use of tools or controls. The employee is occasionally required to sit for prolonged periods. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.