



POSITION TITLE: **Coach & Volunteer Coordinator**

JOB CODE: FTMACCV22

ACCOUNTABLE TO: DIRECTOR- FIRST TEE PROGRAM

CLASSIFICATION: FULL TIME EXEMPT

*Based in Southwest Atlanta at the John A. White Park Golf Course, First Tee - Metro Atlanta is a 501(c)3 nonprofit organization founded in 1999. It is a chapter of First Tee, an international nonprofit youth development organization created in 1997. First Tee - Metro Atlanta exists to help youth build the strength of character that powers them through a lifetime of new challenges. The organization's core programs seamlessly integrate the game of golf with a life skills curriculum to create active learning experiences that build inner strength, self-confidence, and resilience that kids can carry to everything they do.*

### **POSITION SUMMARY**

Reporting to the Director - First Tee Program, the Coach & Volunteer Coordinator will be responsible for all aspects of the organization's process related to the recruitment, cultivation and stewardship of youth program coaches and non-coach volunteers. This includes conveying the organization's purpose to the public, promoting coach and volunteer opportunities, and managing volunteers. The successful Coordinator will possess excellent organizational skills and the ability to communicate with people from diverse backgrounds and experiences. The Coordinator must have a passion for youth development and volunteerism.

### **Duties and Responsibilities:**

- Source and recruit volunteers through various techniques to include databases, e-mail, social media, community events, virtual information sessions, and organization partners.
- Create and disseminate recruitment materials to target audiences (print and social media).
- Collect information on availability and skills of prospective coaches and non-coach volunteers.
- Monitor online coach and coach volunteer application responses.
- Maintain the organization's database of coach and volunteer information.
- Input new applicants' information into the organization's Salesforce database
- Conduct introductory calls with new applicants.
- Conduct reference checks for new applicants.
- Initiate SafeSport background checks and SafeSport training for new coaches and volunteers.
- Coordinate program training for new coaches and non-coach volunteers.
- Manage and maintain volunteer uniform and ID card inventory and distribution.

- Disseminate information for upcoming actions and events.
- Coordinate teams of coaches and volunteers for large-scale actions.
- Keep records of coaches and volunteers' information and assignments.
- Track coaches and volunteers' years of service.
- Communicate frequently with coaches and volunteers to ensure they are satisfied and well-placed.
- Host / co-host bi-weekly coaching calls.
- Conduct thank-you and volunteer check-ins calls.
- Create and administer volunteer surveys.
- Gather and create content to be used to highlight individual volunteers via social media and on the organization's website.
- Gather content for volunteer only newsletter.
- Help manage volunteer golf outings.
- Help track nominations and results for *Coach of the Session* and *Coach of the Year* recognition.
- Complete First Tee - Metro Atlanta's youth program coach training; serve as a youth program coach as needed.
- Complete annual SafeSport and other training that may be required of chapter staff..

### **Qualifications:**

- Experience in volunteering and recruitment.
- Excellent organizational and team coordination abilities.
- A pleasant, outgoing personality.
- An energetic self-starter with the ability to work remotely and independently to achieve objectives.
- An affinity for serving others and improving the lives of youth from all social and economic backgrounds.
- The ability to work in a diverse, small team environment; an ability to collaborate with those of disparate viewpoints to achieve outcomes that benefit the organization.
- Proficient using computers and other standard office technologies
- Must be able to pass First Tee SafeSport background check and complete SafeSport training.
- Must be able to pass a drug test.
- Possess an associates degree or higher.

**Send resume and salary requirements to [tftatl@thefirstteeatlanta.org](mailto:tftatl@thefirstteeatlanta.org)**