



Building Game Changers

Director of Programs

Mission Statement

To impact the lives of young people by providing educational programs that build character, instill life enhancing values, and promote healthy choices through the game of golf. First Tee exists to enable kids to strengthen their character so that they may reach their fullest potential.

Reports to

Assistant Executive Director

Employment Status

Full time (salary & benefits)

Job Summary

The Director of Programs (DOP) will work with Program Managers, Coaches, and Golf Course staff to assist in providing leadership to all First Tee programs and curriculum. Including planning, promoting, progressing, and retaining students and coaches through First Tee. The Director of Programs will assist in providing golf and educational opportunities. The DOP will ensure that John F Byrne, Walnut Lane, and Pennsauken CC are offering their capacity for programs.

Roles and Responsibilities

Programming:

- Administer First Tee process across entire footprint
- Grow program enrollment for participants
- Direct Program Managers and locations to ensure a safe environment
- Direct Program Managers in all community partnership relations to includes schools, camps, and YSO's
- Communicate with Program Managers about field trips, school visits, community events and outreach
- Coordinate site visits for all locations with Program Managers
- Schedule Program Managers to lead initiatives with community partners
- Oversee equipment needs with Program Managers
- Identify and recruit strategic program affiliate sites/locations within Chapter service area
- Must become proficient in the TARGET program and the delivery of PLAYer, Par, Birdie, and Eagle levels through The First Tee Coach Program
- Develop programs and implement The First Tee Life Skills Education (LSE) as outlined in The First Tee guidelines
- Create and maintain relationships with program affiliate partners through Program Managers



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Management/Administration:

- Develop retention and progression plan to move participants through the certification levels
- Assist in developing and adhering to the Program & Operating budget
- Report program metrics, operations data, and pertinent program data to the Assistant Executive Director
- Create tournament schedule for our First Tee students with Directors of Golf
- Manage recognition and awards program for participants with Program and Events staff
- Schedule Birdie level youth and higher to participate in-network benefits and playing opportunities (AJGA, IJGA, PGA Junior, GAP)
- Play golf with students birdie level or higher
- Assist Program Managers in managing all volunteers and golf professionals in the delivery of programs
- Recruit and train personnel to lead program classes
- Provide opportunities to engage parents in their child's learning
- Provide opportunities for participant family members to learn the game of golf
- Oversee all National Opportunities
- Coordinate professional development of all programming staff

Preferred Qualifications

- Bachelor's Degree in the area of sports administration, business management, education, recreation, or related field
- Experience the First Tee Life Skills Education Coach Program
- PGA/LPGA certification
- Demonstrate exceptional communication, fiscal management, and managerial skills
- Experience in identifying and managing program staff and volunteers
- Charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings

Send Resume and Cover Letter:

Rebecca Caimano

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