



**Outreach Coordinator  
(Full Time and Exempt)  
First Tee - Phoenix**

**Chapter Overview**

First Tee – Phoenix, founded in 2003, creates experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Phoenix creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, elementary schools, and youth centers in the community.

**Mission Statement**

To impact the lives of young people in Maricopa County by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

**Job Summary**

The Outreach Coordinator is responsible for engaging chapter stakeholders and executing the First Tee School and Community program.

*Key criteria for success in position:*

- Partner – can successfully listen to understand needs of others to build strong partnerships
- Advocate – believes in the First Tee – Phoenix goal of reaching underserved/underinvested populations and will think creatively about achieving our Diversity, Equity, and Inclusion (DEI) goals
- Charismatic – a fearless willingness to meet and engage with anyone

**Responsibilities**

- Outreach
  - Be out-and-about actively visiting schools, districts and after school programs
  - Steward current sites
  - Communicate and show appreciation
  - Recruit and train necessary volunteers, coaches, program staff to implement program
- Management/administration
  - Ensure all grant reporting is timely and complete

- Meet budget goals
- Maintain all required paperwork, online and otherwise

### **Qualifications/demonstrated ability to**

- Valid Driver's License – territory covers all of Maricopa County
- Open doors/cold call successfully
- Build strong relationships/partnerships (1 year of sales rep, customer service)

### **Seniority and reporting**

Outreach Coordinator reports to the Director of Programming.

### **Salary range and job type**

- Full time with flexibility to work evenings and weekends as needed
- Annual salary based on experience starting at \$41,500
- Paid holidays and paid time off
- Reimbursement of business-related mileage
- Paid health insurance
- Retirement plan

### **How to apply**

Send your resume and a cover letter detailing your experience related to the responsibilities and qualifications to [jobs@firstteephoenix.org](mailto:jobs@firstteephoenix.org). NOTE: All final candidates must pass background check and complete SafeSport training.

### **Equal Employment Opportunity Statement**

First Tee – Phoenix is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws related to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.