



**SITE COORDINATOR
(Full Time and Non-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

Site Coordinators are responsible for executing all aspects of the First Tee core program, including being the lead coach, at one or more golf course location.

Key criteria for success in position:

- Experienced Golfer – knowing and having passion for the game is a must
- Teacher & mentor – at the core this position is about setting an example and teaching kids, including lesson plans and time management
- Organization – with support from the Director of Programming, the site coordinator is responsible for building and maintaining a successful program at assigned location(s)

Responsibilities

Below is not intended to be an exhaustive list but a general overview of the core functions.

- Site leadership
 - Work directly with your site on scheduling, space and other needs
 - Recruit and steward volunteers
 - Engage location in partnership including but not limited to: fundraisers, equipment donation collection, etc.
 - Play an active role in registration and supporting families' participation
- Coach/Mentor
 - Provide a safe environment
 - Create a space for learning
 - Set-up/tear down

- Prepare ahead of time and engage volunteers
 - Execute lesson plans
 - Motivate and inspire
- Communicate with families, your location, volunteers and participants
- Continuous learning: dedicated to learning First Tee curriculum and becoming certified
- Be a part of the First Tee – Phoenix team
 - Participate in general First Tee – Phoenix activities including tournaments, clinics, visibility events, etc.
 - Support organization wide needs
 - Other duties as assigned

Qualifications/demonstrated ability to

- Ability to work during program hours: programs are late afternoons/evenings and weekends during the school year and mornings and some weekends during June and July
- Golf knowledge
- Experience teaching/coaching youth (minimum 1 year)
- Experience to identify, train and/or manage staff or volunteers (minimum 1 year)

Seniority and reporting

Site Coordinators report to the Director of Programming. Site Coordinators have direct responsibility for part-time coaches and volunteers.

Hourly rate and job type

- Full Time (note: this position does not have a traditional work week. The work week shifts throughout the year and events/classes often happen on weekends.)
- Hourly rate based on experience, start at \$18/hr—increases for higher First Tee coach levels
- 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. 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.