



## **Job Description**

### **Program Manager- Northern Virginia**

#### **Chapter Overview**

First Tee - Greater Washington, DC is one Chapter of a national/international non-profit youth initiative called First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. First Tee Life Skills & Golf Experience is the unique component that sets First Tee apart from many other successful junior golf programs.

#### **Mission Statement**

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values through the game of golf.

#### **Reports to**

The Program Manager-Northern Virginia reports to the Director of Programming

#### **Supervises**

The Program Manager-Northern Virginia supervises and provides oversight to personnel and programs in Northern Virginia.

#### **Employment Status**

Full time, Exempt

#### **Job Summary**

The Program Manager provides leadership to program and curriculum development, planning, and promoting instruction in accordance with First Program. The Manager is responsible for the supervision of daily golf operations of First Tee in Northern Virginia, including policy implementation and volunteer management, course access, and ensuring safety of all programs operated by First Tee - Greater Washington, DC. The Manager will enhance and promote First Tee - Greater Washington, DC's brand and programs throughout the area, with a focus on the Northern Virginia area.

## **Duties and Responsibilities**

### **Programming:**

- Must become proficient in all aspects of the First Tee Program
- Teach the First Tee Program and assist program location coaches as necessary
- Aid in registration and scheduling of golf course programming and special events
- Aid in developing curriculum and lesson plans for program locations.
- Aid in tracking participants' information through internal tracking tools
- Create and maintain program documents such as registration, schedule and special event notices, partner agreements, and program handbooks
- Aid the chapter's goal of increasing the participant retention percentage each year
- Provide oversight to Program locations, including performing site visits
- Perform coach observations in Northern Virginia and provide reports to Director of Programming
- Maintain, post, and submit accurate records for participants to Director of Programming
- Aid in the administration of parent orientations and education
- Provide a safe environment
- Arrange for and encourage upper level youth to participate in tournament opportunities and additional private lessons and educational opportunities
- As appropriate, create and implement off-season and supplemental programs
- Satisfy equipment needs and maintain the quality of equipment and all instructional areas
- Manage program-related communications to participants and families

### **Northern Virginia Community Outreach and School Program**

- Create an outreach plan to raise awareness and increase registration base across all Northern Virginia Program Locations
- Aid in the increase of community partnerships within Northern Virginia
- Monitor and ensure School Program curriculum is being delivered to within partner schools
- Schedule and perform outreach programming with Northern Virginia youth program partners
- Market Northern Virginia Program Locations and aid in the transfer of participants from Outreach Programs to Certifying Program Locations
- Coordinate staffing of various outreach event

### **LPGA/USGA Girls Golf**

- Recruit girls to become a part of the chapter's LPGA/USGA Girls Golf Program
- Increase annual registration levels, ensuring Chapter eligibility for annual grant funding
- Recruit volunteers to assist with the program
- Organize and empower volunteers to plan, run, and implement various events.
- Plan and implement various events
- Partner with other girls organization to recruit new participants
- Submit necessary documents to LPGA/USGA Girls Golf for grant purposes

### **Volunteer Management**

- Recruit, screen, train, schedule, retain, and reward Volunteer Coaches, and Administrative Volunteers



- Develop and manage a volunteer support system for our golf course programming and ensure longevity of volunteers.
- Responsible for the distribution of communications through email to volunteers on a regular basis
- Track volunteer participation and manage a volunteer recognition program
- Aid in the proper onboarding and training of volunteers
- Aid in the solicitation of companies and social groups that may provide a large number of volunteers to Program Locations
- Ensure Program Locations have adequate amount of volunteers for Life Skills Experience Classes
- Assist Director of Programming in identifying volunteers to become involved in The First Tee Coach Program (ACT Training, Level I Trainings, etc.)
- Ensure volunteers, coaches and staff members are up to date with their background checks and SafeSport Training
- Track and manage volunteer information through Salesforce.

#### **Miscellaneous Responsibilities:**

- Support Executive Director with annual Fundraisers, yielding an increase of donor generated revenue
- Assist in adhering to the operating budget
- Report program operations, coach observation results, and information to the Director of Programming
- Assist with First Tee - Greater Washington, DC's website and social media outlets
- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Participate in golf shows and tournaments
- Network with other Chapter colleagues and exchange best practice ideas
- Aid in the chapter's equipment donation program

#### **Preferred Qualifications**

- Adherence to the standards of conduct, values, and involvement established by The First Tee
- Bachelors Degree in the areas of sports administration, education, recreation or related field
- Demonstrate exceptional communication, fiscal management and managerial skills
- Experience as a PGA or LPGA teaching professional or youth coach/counselor
- Charismatic, personable, and motivational in working with youth
- Able to thrive in a high-achieving, flexible, multi-task oriented environment
- Able to travel to attend Academies, Regional and Annual Meetings and training sessions
- Position may occasionally involve lifting and carrying 20lbs. of equipment

Send Resume and Cover Letter to:

Katie Blodgett

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Chapter Website: [www.firstteedc.org](http://www.firstteedc.org)