



First Tee - Golden Isles
 1508 Bay Street Brunswick, GA 31520
 (912) 268 – 6012
www.firstteegoldenisles.org

First Tee – Golden Isles 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 – Golden Isles 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, schools and youth centers throughout Glynn, Camden, and McIntosh counties.

Position:	Program Director
Employment Status:	Full-time, exempt
Salary Range:	\$36,000-\$42,500 (commensurate with qualifications/years of experience)
Position Available:	Immediately
Requirements:	<ul style="list-style-type: none"> • Excellent communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others with respect. • Experience developing and managing youth development program • A strong leader of teams of people, an experienced project manager, and strong coach • Golf knowledge • Proficient with computers, Microsoft Office, Google Workspace, and Canva • Well-organized and energetic, lead-by-example doer, committed to personal excellence. • Strong written and verbal communication skills • Self-motivated, energetic, and a positive attitude.
Preferred Qualifications:	<ul style="list-style-type: none"> • College Degree in PGM, sports administration, business management, education, recreation, or another related field. • PGA or LPGA in good standing. • Active in First Tee Coach or Program Director training track. • Proven ability to increase participation across multiple consumer profiles (gender, age, diversity)
Traits:	<ul style="list-style-type: none"> • Knowledgeable professional but also an avid and enthusiastic learner willing to ask questions and pursue professional development for self as well as staff and volunteers, fostering an active culture of philanthropic service and teamwork.

- Charismatic, personable, and motivated to work with youth, volunteers, PGA/LPGA Professionals, and other youth serving organizations.
- Strong work ethic
- Multi-tasking.
- Strong organizational skills.
- Attention to detail

Benefits:

- Competitive Salary
- Performance based bonus
- Medical Insurance Stipend
- Cell Phone Stipend
- Retirement Match
- Flexible schedule
- Family oriented environment
- Paid Vacation
- Mileage Reimbursement (IRS based)
- MSR Credit through First Tee
- Employee discounts on First Tee – Golden Isles vendors

Position Summary

The Program Director (PD), reporting to the Executive Director (ED), will provide oversight and direction to fulfill the organization’s mission in Glynn, Camden, and McIntosh counties. Inspired by a genuine passion for empowering and helping youth succeed in life, the PD will work diligently to promote and expand the efforts of the organization. Reporting to and collaborating with the ED, the PD will oversee program design, implementation, evaluation of programs and curriculum, and support the overall strategic and operational plan for First Tee – Golden Isles. In accordance with the standards set by the ED, the PD will coordinate the program coaches, volunteers, partnerships, events, data reporting, policies, procedures, and safety protocols. The PD will represent the chapter to their community. The PD will embody the First Tee’s strong commitment to its youth and will promote the organization throughout the community.

Email

tammy@firstteegi.org

Resumes to:

Reports to: Executive Director

Supervises: All who are involved with the delivery of programs, including coaches, volunteers, and interns.

Roles and Responsibilities

Coaching:

- Complete and remain active in First Tee Coach Program.
- Develop lesson plans for all levels and deliver First Tee Golf & Life Skills Experience.
- Implement First Tee School Program and Community Program to local elementary schools and other youth serving organizations.
- Provide a safe environment (certified in CPR and sports first aid, if possible).
- Make the game and experience fun for participants.

Scheduling:

- Coordinate registration, schedules, transportation, and lesson plans for clinics, trainings and other events with golf courses and coaches.

- Coordinate registration, schedules, transportation, and lesson plans for clinics, trainings, and other events with other youth serving organizations, local schools, and their staff.
- Coordinate strategic schedules that compliment growth, diversity, retention, and progression.
- Identify community-based events and promote youth opportunities through First Tee - Golden Isles.

Management/Administration:

- Track participants' information and progress through First Tee online participant database and salesforce; maintain accurate records and update weekly.
- Develop, implement, and update program policies and procedures including risk management and child safety procedures with approval from the Executive Director.
- Assist in developing and adhering to the Program & Operating Budget.
- Satisfy equipment needs and assist in the development/selection of training aides and materials.
- Report program metrics, operations data, and pertinent program data to the ED.
- Provide recognition and awards for participants.
- Encourage and register participants to participate in network benefits and opportunities

Communications

- Communicate with parents/participants/volunteers/coaches through website, email, mail, text, and social media.
- Maintain and update information on First Tee - Golden Isles website and additional coach portals.
- Create promotional brochures and handouts as take-homes for parents during programs, to local schools, and other youth serving organizations.
- Communicate with and submit documentation as required to First Tee Head Quarters.
- Network with other Chapter colleagues and exchange best practice ideas.

Volunteers & Coaches:

- Develop a volunteer management system to ensure sufficient adult mentors and quality of programming, including recruitment, training, recognition, and retention plans.
- Develop and implement written roles/responsibilities for volunteer and coach positions.
- Involve volunteers and golf professionals in the delivery of programs.
- Identify, recruit, and train individuals to be Lead Coaches.
- Evaluate and provide feedback to coaches and volunteers on their performance.

Parents:

- Lead parent orientation programs.
- Communicate with parents/participants through website, email, text, and mail.
- Provide opportunities to engage parents in their child's learning.
- Provide opportunities for participant family members to learn the game of golf.

Locations:

- Identify strategic golf facility sites within Chapter service area.
- Create and maintain relationships with programming partners.
- Effectively utilize the space and capacity allowed at each facility.