



## Position

Program Coordinator at Quail Valley, First Tee – Greater Houston

## Organization

First Tee – Houston will create 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 – Greater Houston 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 the greater Houston area.

## Position Summary

The Program Coordinator (PC), reporting to the Facility Manager (FM), will provide oversight and direction to fulfill the organization's mission at the Quail Valley Golf Course program location. Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote and expand the efforts of the organization.

Reporting to and collaborating with the FM, the PC will oversee program design, implementation, evaluation of programs and curriculum, and support the overall strategic and operational plan for First Tee – Greater Houston. In accordance with the standards set by the FM, the PC will coordinate the program coaches, volunteers, location partnerships, data reporting, policies, procedures, and safety protocols.

The PC will represent the chapter to their community. S/he will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community.

*Key Criteria for success of the role include:*

- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics
- Expand and scale First Tee's programming at Quail Valley
- Understand the importance of youth safety and fulfill safety protocols;
- Desire for continuous professional and personal development
- Enjoy coaching kids, volunteers and adults in a fun, safe environment

## Responsibilities

- Oversee all First Tee on-course programs at Quail Valley. Top priority will be promoting diversity, retention and advancement at this location and maximizing the number of certifying participants;
- Ensure top quality program delivery, leading instruction of First Tee classes and on-course playing opportunities, organize and manage volunteer recruitment, training and management. Possess or gain certification in First Tee life skills curriculum training;
- Manage all Salesforce database records specific to this location. This includes but is not limited to: tracking certifying participant numbers and demographic information, providing reports for the Executive Director;
- Communicate with parents/participants via website, email, social media and phone calls;
- Work cohesively with FM to schedule programs and post online when registration is open;
- Effectively schedule coaches/volunteers to teach/lead classes that are appropriate for their skill set and teach/lead classes as needed;
- Collect and submit weekly pictures, videos and descriptions of programs for posting on the chapter's social media accounts;
- Uphold all Child Protection Policies, background checks, and training as set forth by First Tee HQ
- Oversee any curriculum changes from First Tee HQ to be implemented at the Quail Valley Location;
- Lead the LPGA USGA Girls Golf of Houston program on behalf of the chapter
- Office at the F.M. Law Park location but travel to Quail Valley to implement/oversee programming

## Qualifications

- Bachelor's degree in the area of sports administration, business management, education, recreation or related field;
- 2-3 years' experience managing a team of coaches/volunteers; preferably in a youth development setting;
- Demonstrate exceptional communication volunteer management skills;
- Experience in identifying and managing potential program volunteers;
- Charismatic, personable and motivational in working with youth and volunteers;
- Passionate youth development ambassador with experience promoting access to and involvement in programs by youth participants, their families, volunteers, donors, donor prospects and allied partners;
- General knowledge of sports and enthusiasm for golf and prior direct experience with youth development programming preferred;
- Excellent, transparent, and inclusive communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others equitably and with respect;

- Well-organized and energetic, lead-by-example doer, committed to personal excellence;
- 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;

### To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to [firstteegreaterhouston@hga.org](mailto:firstteegreaterhouston@hga.org)

Questions may be directed to [firstteegreaterhouston@hga.org](mailto:firstteegreaterhouston@hga.org)

First Tee – Greater Houston has the right to accelerate or extend the closing date of this position at any time.

### Salary Range and Job Type

Compensation will be commensurate with experience including base salary and competitive benefits package.

Full Time, Exempt

#### **Equal Employment Opportunity Statement:**

First Tee – Greater Houston is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate 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.