

## Director of Outreach

### Job Description

<b>Position Title:</b>	Director of Outreach
<b>Division/Department:</b>	Programs, Admin
<b>Reports to:</b>	Senior Director of Programming
<b>FLSA Classification &amp; Position Type:</b>	Exempt / Full time
<b>Supervisory Position:</b>	Administrative Supervisory
<b>Location:</b>	Administrative Office and First Tee – Greater Richmond Golf Facilities

### JOB SUMMARY

First Tee – Greater Richmond (FTGR) is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment.

The Director of Outreach will oversee the development and execution of youth programs for community partnerships in the Greater Richmond area. The primary focus for this position includes increasing integration and effectiveness with new and existing outreach partners, school programs, and implementing new initiatives to create a larger impact for youth in the community. This individual will be a mission minded, enthusiastic, and highly visible member of the community and will represent FTGR throughout the service area.

### ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Drive growth efforts with new and existing community partners and school relationships by providing engaging programs that meet and exceed the needs of youth participants.
- Ensure high quality, consistent, and safe outreach programs through coach and volunteer training in conjunction with the Senior Director of Programming.

- Coordinate and assist in the delivery of all school field trips, Champions Days, School Program initiatives, and community partner programming to include Henrico Police Athletic League, Parks and Recreation partners, Boys and Girls Club of Metro Richmond, etc.
- Coordinate and schedule staff, part-time coaches, and volunteers for all youth centric community events and outreach needs in conjunction with the Program Coordinator.
- Develop transition opportunities for Outreach and School Programs into Life Skills Experience classes at green grass facilities.
- Lead opportunities to promote First Tee programming during community events, select tournaments, and career fairs, etc.
- Collaborate with the Senior Director of Programming and Program Coordinator on presentation opportunities to service oriented groups about First Tee and why they should get involved.
- Network and collaborate with First Tee staff at other relatable chapters to exchange best practices.
- Provide quantitative and qualitative data to the Senior Director of Programming and Vice President of Impact to ensure programming effectiveness and inclusivity.
- Assist in satisfying the equipment needs for schools and community partners in addition to the selection of additional training aids.
- Work closely with the programming team to recruit, train, and supervise coaches and volunteers.

## **JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)**

- Bachelor's degree from an accredited university in nonprofit management, youth development, education, sports management, or other related field.
- Golf knowledge and experience is preferred, but not required.
- Valid Driver's License
- First Tee Coach preferred but not required
- Effective and proactive team communication, facilitation, problem solving, and decision making.
- Experience in interpersonal relations, coaching, or facilitating youth programs
- High energy, charismatic, personable, motivational in working with youth, coaches, and volunteers
- Skilled with Microsoft Word, Excel, and Google Suite, as well as experience with standard office equipment.

## **OTHER INFORMATION AND EXPECTATIONS**

- Maintains adherence to the organization's policy on confidentiality in all matters regarding personnel, financial, volunteer, and other business information about the organization.
- Seeks and participates in continuing education or professional development related to the position, the organization, or both.

## **WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS**

This position is performed in a traditional office environment and will require the individual to travel to First Tee – Greater Richmond golf facilities including:

- The Elson Redmond Memorial Driving in Richmond, VA

- The Tattersall Youth Development Center at First Tee Chesterfield Golf Course in North Chesterfield, VA.
- Belmont in Henrico, VA

Typical days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m. Evening and weekend work will be required as job duties and business demand.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to control computer mouse, type or write; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

## APPLICATION PROCESS

Email a cover letter, resume, and three references (name, contact information, relation to applicant) to Brittany Woo, Sr. Director of Programming, at [brittany@firstteeva.org](mailto:brittany@firstteeva.org).

All candidates are subject to a SafeSport background check and drug screening.

## EEO STATEMENT

First Tee - Greater Richmond provides equal employment opportunities (EEO) to all employees and applicants and does not make employment decisions because of or on the basis of race or traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, including lactation, age (40 years of age or older), national origin, disability, marital status, veteran status, or any other basis prohibited by federal, state, or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. First Tee – Greater Richmond reserves the right to modify the scope of this position. Factors that may affect this position include, but are not limited to, those related to business needs, organizational structure, industry trends, and individual skills and performance.