



Position

Program Director, First Tee – Tucson

Organization

First Tee – Tucson 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 – Tucson 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 City of Tucson and Pima County.

Chapter Overview

First Tee - Tucson was established in 2006 through the efforts of the Tucson Conquistadores, a local civic group established in 1962. The Conquistadores partnered with the PGA TOUR and the City of Tucson to bring the First Tee program to the Trini-Alvarez El Rio Golf Course. The Conquistadores have raised millions of funds for youth athletic programs in Southern Arizona, primarily through hosting PGA TOUR golf events.

First Tee - Tucson has taken this concept leaps forward. The Tucson community boasts a long and successful history in junior golf. The Tucson Conquistadores was considered a pioneer in developing junior golf when they partnered with the city of Tucson and volunteer golf professionals in the 1960s to provide youngsters with free golf instruction and course privileges at municipal courses.

The home of First Tee - Tucson is located at the city of Tucson's Trini Alvarez-El Rio Golf Course, 1400 W. Speedway. In 2006, the course enjoyed a \$2.9 million renovation effort due to a partnership between the city, Tucson Conquistadores, and First Tee.

The Tucson Conquistadores built the First Tee - Tucson Learning Center, which opened in October 2009. Additions included junior tees to each hole, three junior training holes on the driving range, and a junior practice area on the course. Improvements also included making the facility more accessible for youth play.

First Tee - Tucson is the home of the Tucson Junior Golf Program. Hosting 20 junior golf tournaments yearly, known as the Southern Arizona Junior Golf Association (SAJGA) and the Ricki Rarick Junior Golf Program.

First Tee - Tucson participates in the PGA Southwest Section Southern Chapter PGA Jr League Spring & Fall seasons. We are hosting up to 6 teams out of El Rio Golf Course.

Position Summary

The Program Director (PD), reporting to the Executive Director (ED), will provide oversight and direction to fulfill the organization's mission at all program locations in Tucson and Pima County. Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote and expand the organization's efforts.

Reporting to and collaborating with the ED, the PD will oversee program design, implementation, and evaluation of programs and curriculum and support the overall strategic and operational plan for First Tee — Tucson. The Program Director oversees the Tucson Junior Golf Tournament Program, PGA Jr League, and PING Interclub.

Per 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. S/he will embody First Tee's strong commitment to its youth and promote the organization throughout the community.

Critical 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 in additional high-priority, at-risk neighborhoods
- Understand the importance of youth safety and fulfill safety protocols;
- A 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 and community programs. The top priority will be promoting diversity, retention, and advancement at this location and maximizing the number of certifying participants;
- Create and maintain relationships with golf facility sites in the Chapter service area.
- Complete and remain active in First Tee Coach Program.
- Develop lesson plans for all levels and deliver the First Tee program curriculum.
- Assist in developing and adhering to the operating budget.
- Able to travel to attend Regional and Annual Meetings and training sessions
- Provide a safe environment (certified in CPR and sports first aid, if possible).
- Ensure all equipment storage areas are clean and organized.
- Recruit and organize community partners within the service area, focusing on the partners surrounding chapter facilities/program locations to involve more underprivileged, underserved, and minority youth.
- Ensure top-quality program delivery, leading instruction of First Tee classes and on-course playing opportunities, and organize and manage volunteer recruitment,

training, and management. Possess or gain certification in First Tee life skills curriculum training;

- Manage all Salesforce database records. This includes but is not limited to: tracking certifying and community partnership participant numbers and demographic information, providing reports for ED/Board;
- Communicate with parents/participants via the website, email, social media, and phone calls;
- Work cohesively with ED 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
- All other tasks as assigned

Tournament Director role with Tucson Junior Golf Program.

- Responsible for managing and overseeing the Tucson Junior Golf Program.
- Encourage qualified First Tee youth participation in golf tournaments and national participant opportunities.
- Execute operational activities, including tournaments, member events, and employee and volunteer engagement.
- Manage relationships and procurement processes with external partners/vendors to coordinate material and resource allocation to satisfy operational needs
- SAJGA Series – one tournament per month on the weekend between the months of January-May and August-December
- Ricki Rarick Series – 7 tournaments between June-July, not including (1) Adult/Junior team tournament
- Perform administrative functions and computer scoring operations. Become proficient in using golf-specific software (Bluegolf) to generate groupings, scorecards, leader boards, scoring, and reporting
- Report all scores to Junior Golf Scoreboard
- Recruit volunteers and golf professionals for tournament day assistance
- Educate and communicate with the Southern Arizona junior golf community (Southern Chapter PGA, golf courses, stores, families) regularly about upcoming events

PGA Jr League

- Participate in Spring/Fall Seasons within the PGA Southwest Section Southern Chapter
- Maintain a minimum of 4 teams out of El Rio Golf Course
- Along with other PGA Golf Professionals, create the league schedule

- Oversee the PGA Jr League website to update the calendar, gather RSVPs and upload match results
- Teach juniors the league rules
- Coach juniors throughout practices
- Recruit and retain volunteer coaches

Requirements

- Treats others with respect. Excellent communication skills. Follows through and follows up.
- Proficient with computers, BlueGolf, Microsoft Office, Google Workspace and Canva
- Well-organized and energetic, lead by example doer, committed to personal excellence.
- Golf knowledge
- Strong written and verbal communication skills
- Self-motivated, energetic, and with a positive attitude.

Preferred Qualifications

- Bachelor's degree in the area of sports administration, business management, education, recreation, social work, or related field;
- PGA or LPGA in good standing is desirable
- 2-3 years of experience managing a team of coaches/volunteers; preferably in a youth development setting;
- Recognized as First Tee Coach or Master Coach is desirable
- Valid Drivers License
- Demonstrate exceptional communication, fiscal management, and managerial skills;
- Experience in identifying and managing program staff and 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 direct prior 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;
- Bilingual fluency in English and Spanish is desirable
- 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;

Physical Requirements:

Position requires standing, walking, crawling, and sitting. Position requires the use of tools or controls. The job involves using a keyboard involving repetitive motions with fingers and using a telephone and face-to-face communications that require the accurate perception of speech and talking and hearing. The employee is occasionally required to sit for prolonged periods. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

The employee must regularly lift and move up to 10 pounds and occasionally lift and move up to 75 pounds. The noise level in the work environment is usually moderate.

To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume, to judymcd@firstteetucson.org.

Questions may be directed to judymcd@firstteetucson.org.

The closing date for this position is October 28, 2022. First Tee – Tucson has the right to accelerate or extend the closing date of this position at any time.

Salary Range and Job Type

\$45,000 - \$65,000. Compensation will be commensurate with experience, including base salary, bonus opportunity, exceptional workplace culture, competitive benefits, and retirement package.

Full Time, Exempt

Equal Employment Opportunity Statement:

First Tee – Tucson 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.