



## **Job Description Program Director**

### **Chapter Overview**

The First Tee of Tennessee is one Chapter of an international non-profit youth initiative called The 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. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from many other successful junior golf programs and youth development programs through sport. First Tee Tennessee is a Tennessee Golf Foundation supported program and we work directly statewide to carry out the mission of both entities.

### **Mission Statement**

To impact the lives of young people by providing learning facilities and educational programs that promote character development and life enhancing values through the game of golf.

### **Reports to**

The Program Director reports to the Executive Director.

### **Supervises**

The Program Director supervises all coaches, program volunteers, and site coordinators.

### **Employment Status**

Full time, Exempt

### **Job Summary**

The Program Director provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with the First Tee Life Skills Experience. The Program Director also is responsible for the supervision of daily program operations, course access, facility and fiscal management, policy implementation and safety of all programs operated by the First Tee Tennessee – Chattanooga.

## **Roles and Responsibilities**

### Coaching: (10%)

- Must be proficient in the TARGET program and the delivery of all levels through The First Tee Coach Program
- Develop programs and implement the First Tee Life Skills Education as outlined in the First Tee guidelines
- Coach the First Tee Life Skills Experience and administer the First Tee Certification process
- Build rapport with coaching staff and conduct weekly/biweekly meetings on maintaining quality program
- Do weekly payroll for The First Tee paid coaching staff
- Log volunteer hours for all volunteers and junior coaches
- Conduct coaching observations
- Make the game and experience fun for participants
- Provide a safe environment
- Conduct “On-Course” orientations for participants

### Program Scheduling: (5%)

- Coordinate and develop registrations, schedules, lesson plans, and other logistical matters for all sites that provide the First Tee Life Skills Experience
- Make available additional private lessons for participants and family members
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials

### Management/ Administration: (85%)

- Respond and answer emails and phone calls pertaining to questions and inquiries about the program and other matters associated with the program
- Track participant’s information and progress through the First Tee online participant database using Salesforce; maintain accurate records of participants and coaches, and submit participant’s data for end of the year reporting
- Develop retention and progression plan to move participants through the certification levels
- Develop, implement, and update program policies and procedures
- Assist in developing and adhering to the Program & Operating budget
- Report program metrics, operations data, and pertinent program data to the Executive Director
- Manage social media, website content, and participant opportunities for the chapter
- Plan and organize season end of the year Nine Core Value awards ceremony
- Provide recognition and awards for participants

- Encourage Birdie level participants and higher to apply and participate in local and network benefits and opportunities

#### Volunteers:

- Become proficient in our volunteer management system to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans
- Update, as necessary, written roles and responsibilities for volunteer positions
- Involve volunteers and Coaches in the delivery of programs
- Recruit and train program staff to assist with and lead classes

#### Parents:

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

#### Community/ Network Outreach:

- Represent the Chapter to the community and aid in fundraising, marketing, public relations, and communication efforts
- Assist in the creation of promotional brochures/flyers to increase awareness of the programs and facility
- Communicate with and submit documentation as required to the First Tee Home Office
- Network with other Chapter colleagues and exchange best practice ideas
- Develop transition opportunities for outreach programs including NSP and DRIVE participants in coordination with Outreach Director

#### Program Affiliates:

- Identify and recruit strategic program affiliate sites/locations within Chapter service area
- Create and maintain relationships with program affiliate partners
- Assess, operate and maintain high quality programs and operations at each site
- Effectively utilize access to golf course and practice areas

## **Preferred Qualifications**

- The First Tee Coach, completed Level III.
- Bachelors Degree in the area of sports administration, business management, education, recreation or related field
- Demonstrate exceptional communication, fiscal management, and managerial skills
- Adhere to the standards of conduct and involvement established by the PGA/LPGA and/or The First Tee
- Experience in identifying and managing program staff and volunteers
- Charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings

## **Compensation**

- Salary commensurate with experience
- Benefits: Health Insurance, Dental Insurance, Vision Insurance, Life Insurance
- 401k: eligible after 1 year employment, on specific enrollment date
- Travel and expense reimbursement

## **Contact**

All interested inquiries please email Cover letter and resumes to  
Shawn Mauer at [smauer@tngolf.org](mailto:smauer@tngolf.org)