



Position

Community Outreach Coordinator, First Tee—South Dakota

Organization

First Tee—South Dakota has been creating 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—South Dakota 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 11 golf courses, 75 schools, and 2 youth centers in the state of South Dakota.

Position Summary

The Community Outreach Coordinator (COC) will be primarily responsible for Community Partnership programs within the state of South Dakota. The primary purpose of these programs is to introduce the First Tee and the game of golf to young people in a way that will inspire interest and lead to continued participation. 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. In addition, the COC will be responsible for oversight of the school program.

The COC will report to the Operations Director but will also receive direction and supervision from the Executive Director.

The COC will be a highly visible member of the community, representing First Tee—South Dakota throughout the service area. 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:

- Partnering effectively with staff to build on the success of the program to continually innovate and improve outcomes for youth;
- 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

Responsibilities

Program Scheduling:

- Work with school districts and community partner organizations and assist in coordinating schedules, transportation, transition opportunities, submission of youth served and lesson plans for clinics, trainings, and programs
- Identify and implement new program opportunities with other Youth Serving Organizations
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Assist in the development/selection of training aids and materials
- Assist with summer programs and administration

Management/ Administration:

- Work with Operations Director to assist in developing, implement, and updating 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 Operations Director and Executive Director as well as track data in Chapter's Salesforce records.

Volunteers and Coaches:

- Assist to ensure sufficient adult mentors are available for First Tee School and Community Programs
- Assist Operations Director in implementation of Chapter Risk Management Policies and Procedures including ensuring compliance with First Tee's Safe Sport Policy
- Assist in the implementation local coach training opportunities
- Ensure sufficient volunteers are available for Community Partnerships programs, special events, and/or clinics
- Work with community partners and school districts to recruit and train program staff to assist with and lead classes

Community/ Network Outreach:

- Organize and participate as directed in special events
- Communicate with and submit documentation as required to First Tee Headquarters through the Operations Director and Executive Director
- Network with staff at other chapters and exchange best practice ideas

- Develop and maintain partnerships with schools and other youth serving organizations
- Develop transition opportunities for outreach programs including First Tee School Program

Other duties as assigned by the Operations Director or Executive Director.

Qualifications

- Commitment and passion for the mission and purpose of First Tee—South Dakota and a passion to improve the lives of kids
- Adherence to the standards of conduct and involvement established by First Tee
- Exceptional communication, interpersonal relations, teambuilding, and organizational skills
- Charismatic, personable, and motivational in working with youth and volunteers
- Ability to travel to meet with partner organizations, schools, trainings, chapter and Network events as required and manage a flexible work schedule
- Working knowledge of the game of golf with the ability to coach. Desired but not required to have golf knowledge, but a willingness to learn.
- Experience in identifying and working with program staff and volunteers
- Exceptional time management skills and ability to multitask

To Apply

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

Closing date for this position is TBD. First Tee—South Dakota 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

Benefits include: Health Insurance, PTO, Flex Time accrual, Paid holidays, 401(k), Bonuses, Relaxed Dress Code

Full Time

Equal Employment Opportunity Statement:

First Tee—South Dakota 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.