



## **Job Posting**

### **Harvest Hill Site Coordinator**

**Chapter Overview** The First Tee of Western New York is one Chapter of a national/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 life enhancing values such as honesty, integrity and sportsmanship through golf and character education. 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. **Purpose Statement** To impact the lives of young people by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

### **Site Coordinator Reports to The Program Directors**

**Employment Status** Part Time

#### **Role of a Site Coordinator**

- Work with the Program Director and other staff members to manage and oversee day to day operations of all First Tee related activities at one or more sites
- Be the point of contact for all parents, volunteers, and coaches at the site or sites you are responsible for
- Ensure that all manner of programming at your sites is being delivered to the highest possible quality

#### **Responsibilities**

##### *First Tee Program Classes*

- Work with the Program Director, First Tee Coaches, and the golf course to build and develop schedules for both classes, as well as playing opportunities at your site
- Teach a predetermined number of classes at your site
- Help coaches, volunteers, and parents to resolve day to day issues or obstacles that may come up.
- Attend classes to build relationships with parents, and to be a point of contact and familiar face for parents

#### **Registration**

- Create and manage class registration in Salesforce.

- Assist parents with registration aid and assistance throughout the registration process as needed.
- Site coordinator must be able to commit 30–90 minutes daily during registration periods to assist parents via email and phone call.
- Create and maintain class lists throughout sessions and appropriately communicate to coaches, and volunteers.

### ***Golf Course Site Management***

- Maintain positive relationships between the employees and management at the golf course, and First Tee–WNY.
- Maintain the quality of equipment, and all instructional areas
- Manage and communicate all class cancellations at your specific sites
- Create the Harvest Hill facility use document and communicate it to the appropriate parties.

### ***Coaches***

- Aid and assist coaches with any questions and concerns that they have, or any problems that arise.
- Attend and assist in delivery of Coach trainings as needed
- Find and communicate coach coverages to all appropriate parties.
- Ensure that coaches are being held accountable to our expectations set for them, and inform the Program Director as needed if expectations are not being met.

### ***Volunteers***

- Aid and assist volunteers with any questions and concerns that they may have, or any problems that arise
- Attend and assist in volunteer trainings as needed
- Meet prospective volunteers at class and educate them on what, why, and how we do things.
- Build relationships with volunteers and be the main point of contact for their day to day needs or questions

### ***Parents***

- Oversee all communication to parents at your site, pre week one emails, weekly parent communication, playing opportunities, parent concerns, general questions, etc.
- Help to inform and educate parents about general First Tee information and procedures (playing opportunities, participant volunteers, etc)
- Conduct “On–Course” orientations for parents & participants

### ***Participant opportunities and Outreach events***

- Assist, as needed and as able, with the planning, marketing, and facilitation of on course playing opportunities and outreach events

### ***Qualifications***

- College Graduate preferred
- Basic Golf Knowledge
- Experience coaching and working with youth
- Strong communication skills

**Compensation**

\$25 per hour

February – April 15-25 hours weekly

March – August 25-39 Weekly

**Requirements**

Must pass a mandatory background check and complete SafeSport and First Tee training Course.

Interested candidates please email resume and letter of interest to Program Director Erich Spitz at [espitz@firstteewesternny.org](mailto:espitz@firstteewesternny.org)