



Building Game Changers

NJ Program Coordinator

Mission 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.

Reports to

NJ Program Coordinator Reports to Director of Programs

Employment Status

Full time (salary & benefits)

Job Summary

The NJ Program Coordinator (NJPC) works with the Director of Programs to assist in providing leadership to all First Tee programs and curriculum development at and surrounding areas of New Jersey. Including planning, promoting, progressing, and retaining students and coaches through The First Tee Life Skills Experience. The NJPC will also assist in being responsible for all building relationships with coaches and golf course locations.

Roles and Responsibilities

Programming:

- Coach First Tee program classes and administer First Tee Curriculum
- Grow program enrollment for kids and fun for participants
- Coordinate programs and locations to ensure a safe environment
- Coordinate all community partner relations to include schools, camps, and YSO's
- Work with community partners to schedule visits
- Schedule field trips at green grass facilities with all community partnerships
- Schedule coaches to lead initiatives with community partners
- Coordinate equipment needs for the programs

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- Identify and recruit strategic program affiliate sites/locations within Chapter service area
- Must become proficient in the First Tee curriculum
- Develop programs and implement The First Tee Life Skills Education (LSE) as outlined in The First Tee guidelines
- Create and maintain relationships with program affiliate partners
- Effectively utilize access to golf course and practice areas

Coordination/ Administration:

- Assist in developing retention and progression plan for participants
- Assist in developing and adhering to the Program & Operating budget
- Report program metrics, operations data, and pertinent program data to the Director of Programs
- Create tournament schedule for our First Tee students
- Manage recognition and awards program for participants
- Encourage teen students to participate in-network benefits and playing opportunities (AJGA, IJGA, PGA Junior, GAP)
- Play golf with teen students
- Assist in managing all volunteers and golf professionals in the delivery of programs
- Recruit and train personnel to lead program classes
- Provide opportunities to engage parents in their child's learning
- Provide opportunities for participant family members to learn the game of golf
- Must become proficient in Salesforce CRM as it relates to First Tee data

Preferred Qualifications

- Bachelor's Degree in the area of sports administration, business management, education, recreation, or related field
- Experience The First Tee Life Skills Education Coach Program
- 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



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- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings

Compensation Package

Program Coordinator- level salary commensurate with experience, health and dental insurance, SIMPLE IRA, and paid holidays and vacation time.

Salary Range- \$40,000 - \$45,000

Send resume and cover letter to Rebecca Kelly at rekelly@firstteephila.org