



POSITION

Assistant Program Director, First Tee – Greater Kansas City

ORGANIZATION

First Tee Greater Kansas City seamlessly integrates the game of golf with a life skills curriculum, creating active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. Our golf and life skill programs are offered at 9 golf courses and in numerous schools in the greater KC community.

POSITION REPORTS TO

Executive Director and Program Director

JOB DESCRIPTION

The Assistant Program Director will be trained to be a qualified First Tee coach, coaching golf and life skills spring, summer and fall to kids ages 7-18 throughout the metro area, including some weekends and evenings. The assistant director also will assist the program director and the executive director with the planning, implementation, management and oversight of all First Tee program activities. These activities include coaching, running tournaments, daily program operations, course access, facility management, policy implementation and working with community partnership coordinators.

IDEAL CANDIDATE

We seek candidates with outstanding communication and interpersonal skills; high energy, with a “can do” attitude; proactive and flexible in an environment of change, customer service friendly, and solution oriented. This person will be passionate about coaching, teaching and mentoring youth, and enjoys inspiring a volunteer community, engaging parents and participants’ families, and will be excited about motivating, coaching and inspiring their team.

PREFERRED QUALIFICATIONS

- Bachelor’s Degree
- Prior experience with or knowledge of First Tee is a plus
- Experience as a PGA of America or LPGA teaching professional is a plus

- At least one year of demonstrable experience working with youth
- Excellent organizational and interpersonal skills and the ability to demonstrate exceptional communication skills
- Proficient in Microsoft Office Applications
- Proven ability to independently manage multiple tasks and priorities and meet challenging deadlines
- Charismatic, personable, and motivational in working with youth

JOB TYPE

Full Time, Exempt. We DO NOT offer healthcare benefits.

Equal Employment Opportunity Statement

First Tee – Greater Kansas City 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. Please send cover letter and resume by Feb. 1, 2023, to annspivak@thefirstteekc.org

Ann Spivak
Executive Director, First Tee Greater Kansas City
(913) 484-2240

