

# IMA Recreation Association



## Job Description Regional Program Manager Great Lakes Bay Region

### First Tee Overview

Created in 1997 by the PGA TOUR, First Tee has been using golf to provide unique growth opportunities and learning experiences to all kids, no matter their background. First Tee chapters implement game changing programs with trained coaches in multiple environments such as golf courses, schools and after-school programs.

First Tee — Eastern Michigan was established in 2013 and is a program of The IMA Recreation Association. Our service area includes Genesee, Lapeer, Tuscola, Saginaw, Bay and Midland Counties.

### Mission Statement

**We enable kids to build the strength of character that empowers them through a lifetime of new challenges.** By seamlessly integrating the game of golf with life skills curriculum, we create learning experiences that build inner strength, self-confidence, and resilience that kids carry to everything they do.

### Vision Statement

**First Tee - Eastern Michigan will become a leader in youth development & golf instruction throughout our territory by:**

- Impacting young people by instilling the Five Key Commitments and influencing them to make healthy choices, through the game of golf.
- Inspiring adults to coach, serve, mentor, and invest in our community.
- Creating a diverse culture, where everyone is welcome.
- Providing safe, affordable, and engaging activities for our participants

## Employment Status

Full time, Exempt

## Job Summary

The Regional Program Manager helps to provide leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with First Tee Life Skills Experience. The Regional Program Manager also will assist with the supervision and teaching of daily program operations, course access, facility and fiscal management, policy implementation and safety of all programs operated by First Tee Eastern Michigan in their specific region. This position will coach classes 3-5 days a week in season including some weekends.

## Reports to

The Regional Program Manager reports to the Program Director.

## Supervises

The Regional Program Manager helps supervise all coaches, program volunteers, and site coordinators in their region.

## Employment Status

Full Time, Exempt

## Job Summary

The Regional Program Manager helps to provide leadership to program and curriculum development, planning, promoting and scheduling of golf and life skill instruction in accordance with First Tee's Life Skills Experience. The Regional Program Manager also will assist with the supervision of daily program operations, course access, facility and fiscal management, policy implementation and safety of all programs operated by First Tee Eastern Michigan in their specific region. The Regional Program Manager will be required to pass a criminal background check and complete Safesport Training through First Tee.

## Roles and Responsibilities

### Coaching and Teaching:

- Must become proficient in our age-based programming through The First Tee Coach Program and working to achieve "First Tee Coach" status
- Develop programs and implement First Tee Life Skills Education as outlined in First Tee guidelines
- Lead after school programs with our school partners
- Give private and group golf lessons to adults and Jr. golfers

- Coach First Tee Life Skills Experience
- Make the game and experience fun for participants
- Provide a safe environment
- Conduct “On-Course” orientations for participants

#### Program Scheduling:

- Coordinate registration, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
- Help make available additional private lessons for participants and family members
- Help 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:

- Help develop retention and progression plans to keep kids in the program
- Help develop, implement, and update program policies and procedures
- Assist in developing and adhering to the Program & Operating budget
- Attend meetings and advise Program Committee
- Provide recognition and awards for participants
- Encourage teen age youth to participate in network benefits and opportunities

#### Volunteers:

- Help develop written roles and responsibilities for volunteer positions
- Involve volunteers and golf professionals in the delivery of programs
- Recruit and train program staff & volunteers to assist with and lead classes

#### Parents:

- Assist with parent orientation programs
- Communicate with parents/participants through web site, email, 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
- Participate in golf shows and tournaments
- Assist in the creation of promotional brochures to increase awareness of the programs and facility
- Network with other Chapter colleagues and exchange best practice ideas

- Develop partnerships with YMCA, Boys & Girls Clubs and schools
- Participate in leadership teams for The First Tee School Program
- Help develop transition opportunities for outreach programs including School Program

#### Program Locations:

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

## Qualifications

Deep commitment to the mission of First Tee — Eastern Michigan, which includes:

- Passion for youth development
- Desires to serve all kids with special emphasis on underserved and underrepresented groups (with respect to ethnicity, gender and socio-economic status)
- Demonstrates a willingness to embrace the game of golf and the opportunities it provides all young people.
- 4-year Degree preferred
- Prior experience with sports and coaching
- Golf instruction credentials (LPGA and PGA) can be a plus
- Previous experience working with youth in a classroom, camp or similar environment

## Salary & Benefits

Salary:

- \$37,000 - \$40,000 based on qualifications. Additional Income from private golf lessons is a possibility.

Job Benefits:

- Mileage reimbursement for in-work travel
- Simple IRA
- Health Benefits Available
- Flexible Schedule
- Ability to work remotely semi-frequently
- Holidays Off (Memorial Day, Independence Day, Labor Day)

#### **Equal Employment Opportunity Statement:**

First Tee — Eastern Michigan 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.

## **Interested in this Position?**

Please submit a cover letter, resume and salary requirements to:

**Joseph Simpson** – Program Director

810-249-7071

[joethepro@firstteem.org](mailto:joethepro@firstteem.org)