



Job Description
Game Changers Coordinator

Chapter Overview

First Tee - Naples/Collier is one Chapter of an international non-profit youth initiative called First Tee. 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, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. 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. First Tee Life Skills Experience is the unique component that sets the First Tee apart from many other successful junior golf programs and youth development programs through sports.

Mission Statement

To impact the lives of young people by providing learning facilities and educational programs that promote character development and life enhancing values through the game of golf.

Reports to

The Game Changers Coordinator reports to the Executive Director but will also receive direction and supervision from the Director of Programs.

Supervises

The Game Changers Coordinator supervises all coaches, program volunteers, and site coordinators pertaining to the Game Changers programming.

Employment Status

Full time, Exempt

Job Summary

The Game Changers Coordinator will be primarily responsible for the Game Changers programs and the Game Changers Academy within the chapter's service area. The primary purpose of these programs is to introduce 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, she/he will work diligently to promote and expand the efforts of the organization.

The Game Changers Coordinator will be highly visible member of the community, representing First Tee – Naples/Collier throughout the service area. She/he will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community.

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 the scale of First Tee's programming in additional high priority, at risk neighborhoods.

Responsibilities

Program Scheduling:

- Must become proficient in the First Tee Age Based Curriculum and the First Tee's Commitment to Being a Game Changer through the First Tee Coach Program.
- Establish Game Changers programs that target the emerging markets in our community.
- Create opportunities for youth serving organizations (Boys & Girls Club, Raise the Bar, Grace Place, Gargiulo Center etc.) in our community to participate in all our program offerings.
- Work with school districts and community partner organizations and assist in coordinating registration, schedules, transportation, transition opportunities, submission of youth served and lesson plans for clinics, trainings, and programs.
- Grow the Game Changers Academy Summer Program | securing golf course access | organizing field trips | Schedule guest speaker's | Recruit, train, & schedule Volunteers | Five day/week 9 a.m. – 4 p.m. | create a partnership for lunch/snack from CCPS.
- Communicate with parents/guardians and participants through orientations, in-person meetings, emails, mail and website.
- Satisfy equipment needs for the programs as well as maintain the quality of equipment and the learning center and/or golf course.
- Assist in the development/selection of training aids and material.

Management/Administration:

- Work with Director of Programs to assist in developing, implement, and updating program policies and procedures.
- Obtain and report programs metrics, operations data, and pertinent program data to the Director of Programs and Executive Director monthly.
- Create and manage participant information and progress through First Tee online Participant database (Salesforce); maintain accurate records.
- Create and manage session registration and maintain accurate records within Salesforce.
- Utilize Salesforce to pull and produce reporting data.
- Create, administer and track pre and post survey data.
- Aid in the development of a retention and progression plan to move participants through the certification levels.
- Network with staff at other chapters and HQ to exchange best practice ideas.
- Able to travel to attend Regional and Network Meetings as well as coach trainings; over three-to-four-days at a time.
- Able to travel throughout our service area (Immokalee, East Naples, Naples, Golden Gate, Lely/Manatee)

- Communicate with and submit documentation as required to First Tee HQ through the Director of Programs and Executive Director.
- Identify and work with participants to achieve college and vo-tech scholarships.
- Provide recognition and awards for participants.
- Create and maintain an inventory of all Game Changers equipment and materials. Ensuring that all program equipment and materials are in good working order; submit request for new equipment and materials in a timely manner.

Coaching:

- Attend First Tee Coaches Training with the goal of achieving Level III status.
- Understanding the requirements of a First Tee Coach and the requirements of volunteers.
- Make the game and experience fun for participants through the development and delivery of First Tee lesson plans.
- Provide a safe environment.
- Conduct “On-Course” orientations for participants & their parents/guardians.

Volunteers:

- Work with Director of Programs to develop a merging market volunteer base to ensure sufficient adult coaches.
- Develop written roles and responsibilities for volunteer positions.
- Recruit, secure, & maintain volunteers, and golf professionals in the delivery of safe and highly effective programs.
- Develop partnerships with Community & School program partners.

Other duties as assigned by the Director of Programs or Executive Director.

Preferred Qualifications

- Bachelor’s degree in sports administration, business management, education, recreation, or Non-profit related fields.
- Prior experience in a fast paced, high demand environment. Nonprofit experience preferred. Must understand the importance of deadline and be able to meet them.
- Deep commitment to the Mission of First Tee – Naples/Collier, which includes: Reaching all kids with an emphasis on underserved and underrepresented groups (with respect to ethnicity, gender & socio-economic status).
- Demonstrate exceptional communication, time management, fiscal management, and managerial skills.; Ability to multitask and reprioritize duties on an ongoing basis.
- Prior experience working with Customer Relationship Management software.
- Adhere to the standards of conduct and involvement established by First Tee.
- Experience in identifying and managing program staff and volunteers.
- Charismatic, personable, and motivational in working with youth, volunteers and donors.
- Ability to work different hours when programs are in session. Example: Program hours may extend until 6:00 p.m. or 6:30 p.m. in addition to driving time.

- Must have a valid driver's license with a clean driving record; Willing and able to drive an equipment van and a 15-passenger van.

Requirements

- Must submit to background check and complete SafeSport Training
- Must submit to required background check and fingerprinting for the school district and partner organizations.
- Must be able to lift 25lbs, stand on feet for duration of program set-up, takedown, and program time, and be able to work in variable outdoor conditions.

Salary and Benefits

- Full Time, Exempt
- Competitive compensation will be commensurate with experience including base salary, bonus opportunity, and competitive benefits package.
- Individual Medical Insurance (Available after a 60-day probation period)
- 10 Paid Vacation Days (after conclusion of 90-days) plus 11 major holidays off.
- After five years, employees shall receive 15 days of vacation per year plus the above Holiday's. Up to three days may be carried over into the next year. Any additional unused vacation will be forfeited if not used.
- Sick Leave – 5 days/year plus 3 days for children's appointments.
- Mileage reimbursement.

To Apply:

- Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume and three references to HR@FirstTeeNaplesCollier.org
- Closing date for this position is January 27th, 2023. First Tee - Naples/Collier has the right to accelerate or extend the closing date of this position at any time.