



Program Coordinator

Organization

Created in 2003, the Colorado Open Golf Foundation is a 501 c(3) non-profit entity that executes the three Inspirato Colorado Open Championships and operates the First Tee – Green Valley Ranch Chapter (FTGVR). The chapter was founded in 2005 as the beneficiary of the championships and is part of the GVR Golf Club campus with access to a regulation 18-hole golf course, nine-hole par 3 golf course, private driving range and 2300 square foot learning center.

The COGF is a staff of seven, including five full time employees and two seasonal interns. The CEO oversees fundraising and board governance. The Executive Director reports to the Chief Operating Officer (COO).

First Tee – Green Valley Ranch

First Tee – Green Valley Ranch has been creating experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Green Valley Ranch creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered in our northeast Denver service area comprised of four zip codes, including two program locations and multiple schools in the community.

Position Summary

The Program Coordinator is a full-time team member dedicated to growing the game of golf through recruitment and fulfillment of the youth development programs and events administered by the Colorado Open Golf Foundation (COGF). The Program Coordinator assists the Program Director and Chief Operating Officer (COO) with implementing the goals, objectives and policies of the Foundation established by the Board of Trustees. This position provides a dedicated focus to positively impact the lives of young people in our community through involvement in the educational programs and our Championships where we promote character development and life-enhancing values through the game of golf.

Responsibilities

First Tee - Green Valley Ranch (FTGVR)

- Assist with the development and execution of all FTGVR programs in order to achieve annual goals
- Create and implement annual program schedule and lesson plans with Executive Director
- Oversee organization and inventory of programming supplies
- Coordinate special events and weekly activities involving participants
- Assist with content creation and maintenance of social media accounts.
- Attend First Tee Network and Regional Meetings as well as Coach Trainings
- Coordinate recruitment, training and scheduling of program volunteers and coaches
- Maintain chapter databases for participants, volunteers, and coaches within the Salesforce platform
- Assist Executive Director to manage and fulfill chapter's Benchmarking guidelines for First Tee HQ
- Work with Executive Director to build relationships with schools in chapter's service area
- Provide instruction to First Tee participants

Inspirato Colorado Open Golf Championships

- Work with the rest of the COGF Staff on all operations during championship weeks
- Assist Executive Director with recruitment of First Tee – Green Valley Ranch participant volunteers





General Office Administration

- Handle incoming correspondence related to First Tee – Green Valley Ranch Programming
- Attend quarterly Board of Trustees FTGVR Advisory Committee Meetings
- Assist with design, production, and distribution of various program flyers & promotional materials
- Maintain good relations and communication with the community, schools, parents and participants

Financial and Fundraising

- Work with the Executive Director to execute program within budget guidelines
- Assist Executive Director with chapter data as it relates to grant applications and reports

Compensation and Benefits:

- Full-time exempt
- Salary \$45,000-\$50,000 (commensurate with qualifications/years of experience)
- Medical, Dental, Vision and Disability Insurance
- Relocation expenses
- Education benefits for First Tee Training Programs
- 12 paid holidays
- 10-21 Paid Time-Off (PTO) days annually based on years of service
- Paid sick leave (up to 48 hours accrued per year)
- Cell phone allowance
- GVR Golf Club golf privileges on regulation, par 3 course and practice facilities

Requirements

- Knowledge of and interest in the First Tee program
- Charismatic, personable, and motivated to work with youth and volunteers
- Demonstrate strong written, verbal and interpersonal skills
- Proficient with computers and a variety of software programs (Salesforce a plus)
- Successfully pass background check and drug test

Desired Qualifications & Traits

- 4 year college degree preferred
- Experience with youth golf and/or sport instruction with children, parents and volunteers
- Experience with the game of golf
- Experience and interest with website and social media design and maintenance a plus
- Strong organizational skills, attention to detail along with ability to multi-task
- Ability to get along with and manage a wide range of people and personality types
- Energetic and positive attitude
- Self-motivated and strives for continuous improvement
- Professional appearance

Send Resumes to:

Julie Bryant, COO-Colorado Open Golf Foundation
20309 E. 48th Place, Denver, CO 80249
jbryant@coloradoopen.com

Application Deadline: January 31, 2023

