



Position

Program Coordinator

First Tee – Virginia Blue Ridge Overview

First Tee – Virginia Blue Ridge is a chapter of First Tee, an international non-profit youth development initiative created in 1997 by the World Golf Foundation, now part of the PGA Tour Foundation, to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values inherent to the game of golf.

Locally, chartered in April 2016, First Tee - Virginia Blue Ridge services the City of Charlottesville, and the counties of Albemarle, Buckingham, Fluvanna, Greene, Louisa, Nelson, Culpeper, and Orange. Since its inception, the organization implements game-changing programs through local partnerships, community organizations, school districts, and golf facilities reaching thousands of children annually. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Virginia Blue Ridge creates learning experiences that build inner strength, self-confidence, and resilience skills that empower our participants through a lifetime of new challenges.

Job Summary

First Tee – Virginia Blue Ridge is looking for a talented individual who can fulfill our mission and possesses a strong commitment to developing local youth through the inherent values of golf. This individual will be highly visible in the community and is inspired by a genuine passion for empowering and helping youth succeed in life; working diligently to promote and expand the efforts of the organization. This position will need to be pro-active, self-directed, problem solver who can communicate effectively and brings a positive attitude.

This position does require flexibility based on programming needs and will require Saturday mornings and afternoons while programming is underway. This position reports directly to the Program Director.

Duties and Responsibilities

Coaching & Instruction

- Become proficient in the First Tee curricula and coach philosophies by enrolling and staying active in the First Tee Coach program;
- Lead the implementation of the First Tee Program for ages 5 - 18 at partnered golf facilities creating a safe, fun, and inviting environment;
- Be a representative of First Tee - Virginia Blue Ridge at partnered facilities and within the golf community;
- Develop lesson plans as outlined by First Tee and First Tee - Virginia Blue Ridge guidelines;

- Set up and breakdown of the instructional environment, while maintaining equipment integrity;
- Implement volunteer roles and responsibilities to ensure sufficient adult mentors and quality programming at each clinic;
- Identify participants who may qualify for local, national, and regional opportunities to encourage progression and retention;

Program Development & Support

- Assist with volunteer onboarding and training;
- Assist in the development of and lead the implementation of First Tee Putting Leagues year-round with a strong focus on the summer partnership program;
- Assist with community events exposing First Tee and its programs to new families within our service area;
- Support the expansion of our girl's program, "Moore Girls Golf";
- Support the expansion of school partnerships promoting transitional opportunities;
- Assist with other programs and tournaments, both entry point and advanced, as assigned;

Program Management

- Become proficient in the use of Salesforce, tracking participant information and attendance;
- Assist in developing and implementing programming policies and procedures while adhering to the U.S. Center for SafeSport requirements;
- Assist in the management and allocation of equipment used for First Tee programming;
- Assist in the development and implementation of measurable surveys and testimonial collections;
- Support the goals and objectives of the organization by participating in strategic planning and calendar development;
- Identify programming spotlights for public communications and assist with communication projects, as needed.

Preferred Qualifications

- A Bachelor's degree; Nonprofit Management, Sports Administration, Education, Professional Golf Management, Recreation & Hospitality, or another related field preferred;

- Passionate youth development ambassador with 1-3 years professional experience promoting access to and involvement in youth programs;
- General knowledge of sports, working knowledge of golf preferred, with an enthusiasm for growth and development for our youth;
- Ability to meet the physical demands of the position; sitting, standing, bending, lifting, walking, and athletic movements while manipulating golf playing and training equipment;
- Well- organized and energetic, lead by example doer, committed to personal excellence and time management;
- Excellent, transparent, and inclusive communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others equitably and with respect;
- Knowledgeable professional, an avid and enthusiastic learner, willing to ask questions and pursue professional development for self and others, fostering an active culture of philanthropic service and teamwork;
- Charismatic, personable, motivational in working with youth, coaches, and volunteers; possessing the ability to multi-task and problem solve with a smile;
- Skilled in standard office operations, computer applications and business software, such as Word, Excel, PowerPoint, and Google; experience with Salesforce.

To Apply

Please submit your interest for this position on [Indeed.com](https://www.indeed.com).

Salary Range and Job Type

- \$20/hr - \$23/hr, based on experience www.indeed.com
- PTO includes holidays and personal days
- Benefits package (healthcare stipend, simple IRA retirement option with match)
- Business-related paid trainings and dues, including PGA/LPGA credits (PDRs)
- Business-related Mileage reimbursement at standard IRS rate
- Employment status: Full Time, Non-Exempt

Equal Employment Opportunity Statement

First Tee – Virginia Blue Ridge is an equal opportunity employer, valuing diversity, equity 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.