



The First Tee of Greater Baltimore Assistant Program Director Job Description

Chapter Overview

First Tee – Greater Baltimore is a chapter of First Tee, an international non-profit youth initiative created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity and sportsmanship through the lifelong game of golf. Youth participants are engaged in a combination of life skills, leadership and golf activities and are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets First Tee apart from many other successful junior golf programs and youth development programs through sport.

Mission Statement

The mission statement of First Tee – Greater Baltimore is *to positively impact the lives of all young people by providing transformational, educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.*

Reporting Structure

The Assistant Program Director reports to the Program Director. He/she provides routine program updates to the Board of Directors and, as requested, to the First Tee home office.

Supervision

The Assistant Program Director manages coaches, program volunteers and facilities in West Baltimore at which First Tee – Greater Baltimore operates classes.

Employment Status

Full time, Exempt.

Salary

\$35,000 - \$40,000 starting salary plus benefits.

Job Summary

The Assistant Program Director provides strategy, vision and leadership to the program development and curriculum by planning, promoting, and scheduling instruction in accordance with the First Tee Life Skills Experience. The Assistant Program Director is responsible for the implementation of First Tee programming at our West Baltimore facilities, Forest Park Golf Course and Carroll Park Golf Course. He/she will work to ensure robust registration for classes at those locations, supervision of daily program operations, course access, facility management, policy implementation and safety of all programs operated by First Tee – Greater Baltimore. The Assistant Program Director will also oversee the implementation of the First Tee School Program at our partner locations. He/she works collaboratively with the paid and volunteer staff of the chapter as well as the Board of Directors to advance the organization's mission. He/she serves as an ambassador and steward of the organization at special events, fundraising activities, and other opportunities to represent First Tee – Greater Baltimore to the general public.

Roles and Responsibilities

Coaching:

- Must be or become proficient in the TARGET program and the delivery of PLAYer, Par, Birdie and Eagle levels through the First Tee Coach Program
- Coach the First Tee Curriculum
- Make the game and experience fun for participants
- Provide a safe environment that adheres to U.S. Center for SafeSport requirements
- Conduct “On-Course” orientations for coach, volunteers, participants, and parents
- Recruit, hire, motivate and train potential candidates to expand coaching staff based on seasonality, expanded funding or site expansion opportunities
- Set goals and expectations with Program Director and review progress throughout the year providing feedback for improved performance and developing staff retention and succession plans

Management/Administration:

- Oversee all classes and First Tee operations at Forest Park Golf Course and Carroll Park Golf Course, with support of Program Director
- Oversee and support elementary and middle school partners enrolled in the First Tee – Greater Baltimore's school program
- Develop a volunteer management system and coaching structure to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans
- Involve volunteers and golf professionals in the delivery of programs
- Recruit and train program staff to assist with and lead classes
- Lead parent orientation programs
- Communicate with parents/participants through web site, Salesforce, 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
- Network with other Chapter colleagues and exchange best practice ideas
- Develop partnerships with other area youth-serving organizations
- Develop transition opportunities for outreach programs including the First Tee School Program and First Tee Community Program
- Create and maintain relationships with program affiliate partners
- Assess, operate and maintain high quality programs and operations at each site
- Effectively utilize access to golf course and practice areas
- Monitor general email address
- Assist with professional development trainings

Preferred Qualifications:

- Bachelor's Degree in sports administration, business management, education, recreation, or related field
- Demonstrate exceptional communication, sense of responsibility, interpersonal skills
- Demonstrate exceptional organizational skills and be comfortable writing student progress reports
- Charismatic and motivational in working with high school youth
- Experience coaching golf, tutoring, and/or mentoring high school level students
- Comfortable with discussions on diversity, equity and inclusion, and enthusiasm for investigating one's own identity and honing a racial equity lens
- Ability to build relationships with students, school faculty and staff, parents, partners, and other First Tee staff
- Candidate should display self-starter skills and be a creative problem solver
- Experience and skill fostering relationships with various types of people
- Clean driving record
- Morning, evening, and weekend work is often required.