



Program Director

Chapter Overview

First Tee – Tri-Valley will create 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 – Tri-Valley 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 at golf courses, schools, and youth centers throughout the communities of Pleasanton, Livermore, Dublin, Fremont, and parts of San Ramon. (Tri-Valley)

Purpose Statement

First Tee is a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges.

Position Summary

The Program Director (PD), reporting to the Executive Director (ED), will provide oversight and direction to fulfill the organization’s mission in the Tri-Valley. Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote and expand the efforts of the organization.

Reporting to and collaborating with the ED, the PD will oversee program design, implementation, evaluation of programs and curriculum, and support the overall strategic and operational plan for First Tee –Tri Valley. In accordance with the standards set by the ED, the PD will coordinate the program coaches, volunteers, partnerships, events, data reporting, policies, procedures, and safety protocols.

The PD will represent the chapter to their community. S/he will embody the First Tee’s strong commitment to its youth and will promote the organization throughout the community.

Key Criteria for success of the role include:

- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics
- Expand and scale First Tee’s programming in additional high priority, at risk neighborhoods
- Understand the importance of youth safety and fulfill safety protocols
- Desire for continuous professional and personal development
- Enjoy coaching kids, volunteers and adults in a fun, safe environment

Duties and Responsibilities

- Oversee all First Tee on-course and community programs. Top priority will be promoting diversity, retention and advancement at this location and maximizing the number of certifying participants
- Recruit and organize community partners within service area, with a particular focus on the partners surrounding chapter facilities/program locations to involve more underprivileged, underserved and minority youth
- Ensure top quality program delivery, leading instruction of First Tee classes and on- course playing opportunities, organize and manage volunteer recruitment, training, and management. Possess or gain certification in First Tee life skills curriculum training
- Manage all Salesforce database records and providing reports for the ED and Board
- Communicate with parents/participants via website, email, social media, and phone calls
- Work cohesively with ED to schedule programs and post online when registration is open
- Effectively schedule coaches/volunteers to teach/lead classes that are appropriate for their skill set and teach/lead classes as needed
- Collect and submit weekly pictures, videos, and descriptions of programs for posting on the chapter's social media accounts
- Uphold all Child Protection Policies, background checks, and training as set forth by First Tee HQ

Preferred Qualifications

- Preferred Bachelor's degree in sports administration, business management, education, recreation, or related field
- 2-3 years' experience managing a team of coaches/volunteers; preferably in a youth development setting
- Demonstrate exceptional communication, fiscal management, and managerial skills
- Experience in identifying and managing program staff and volunteers
- Charismatic, personable, and motivational in working with youth and volunteers
- Passionate youth development ambassador with experience promoting access to and involvement in programs by youth participants, their families, volunteers, donors, donor prospects and allied partners
- General knowledge of sports and enthusiasm for golf and prior direct experience with youth development programming preferred
- 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
- Well-organized and energetic, lead-by-example doer, committed to personal excellence
- Knowledgeable professional but also an avid and enthusiastic learner willing to ask questions and pursue professional development for self as well as staff and volunteers, fostering an active culture of philanthropic service and teamwork

To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to BrianAFirstTeeTriValley@outlook.com

Questions may be directed to BrianAFirstTeeTriValley@outlook.com

Closing date for this position is April 30, 2023. First Tee – Tri Valley has the right to accelerate or extend the closing date of this position at any time.

Salary Range and Job Type

Compensation will be commensurate with experience including base salary, coaching wages, a bonus opportunity, and competitive benefits package.

Full-time, Exempt

Equal Employment Opportunity Commission Statement:

First Tee Oakland is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal/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.

ABOUT the TRI-VALLEY

The Tri- Valley is located in east Alameda County, California, in the San Francisco Bay Area. Our service area includes the Cities of Pleasanton, Livermore, Dublin, Fremont, and Parts of San Ramon.

Learn more about the Tri-Valley: www.visittrivalley.com