



Position

Program & Development Coordinator, First Tee – Upstate South Carolina

Reports To:

Program Director and Development Director, First Tee – Upstate South Carolina

Organization

First Tee – Upstate South Carolina creates 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 – Upstate South Carolina 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 Upstate of South Carolina.

Position Summary

The Program & Development Coordinator will support the Program Director and the Development Director on fulfilling the chapter's programming and fundraising goals. This person will be fully involved in the mission of the chapter when successfully fulfilling the roles and responsibilities listed below. They will be an integral part of the quality growth that this chapter will experience.

Programming Roles and Responsibilities

- Lead LPGA/USGA Girls Golf Program to help retain and grow our girls golf participation throughout the chapter
- Help develop and implement First Tee curriculum as outlined by the Program Director
- Aid in tracking participants' information and progress through First Tee online participant database (Salesforce); maintain accurate records
- Lead Coach First Tee Classes at various locations with kids and teens 1-2 days/week
 - Provide a safe and fun environment for all students and volunteer coaches
 - Maintain the quality of the equipment and all instructional areas
 - Empathy, patience and excitement to serve and work with students from challenging backgrounds
- Coordinate registration, schedules and lesson plans for clinics and programs with other youth serving organizations and schools
 - Lead and help grow our Annual School Program Team Challenges
- Help increase girls, non-caucasian and teen participation in the organization
- Help create opportunities for School Program participants to transition to our golf course programming

- Help create opportunities for Youth Serving Organizations (Kroc Center, Boys & Girls Club, YMCA's, Recreation Centers, etc.) that will allow them to participate in the above additional program offerings
- Encourage teens to participate in network, regional and local opportunities
- Aid in the implementation of coach trainings
- Aid in the development of a retention plan to keep participants coming back session after session, year after year
- Report program metrics, operations data, and pertinent program data
- Adhere to the Program & Operating budget
- Aid in communication efforts (MailChimp & Social Media) to all First Tee – Upstate South Carolina stakeholders
- Communicate with and submit documentation as required to First Tee Headquarters
- Aid in the creation of promotional brochures to increase awareness of the programs administered (Canva)
- Aid in the administration of Player Development Opportunities (Op36, PGA Junior League, PGA Family Golf, etc.)

Development Roles and Responsibilities

- Aid the Development Director in the following ways:
 - Understand and research data trends in fundraising
 - Donor Management Tracking and Support: eleo CRM (Donor Database) and Donor Management of mass email communications through MailChimp:
 - Inputting prospecting, new & current donor contacts.
 - Processing receipts/thank you notes, generating mailing lists and overall maintenance of the system.
 - Aiding in direct communication via phone or in person with donors as needed
 - Aiding in event coordination:
 - Upkeep of the fundraising software platforms including Harness, Pledgelt and GiveSmart including:
 - Inputting of the event information and tracking of donations back into donor management systems eleo and MailChimp
 - Communication through Social Media/Web Site/Email Communication:
 - Upkeep of the execution of the marketing communication strategy including:
 - MailChimp, Word Press and all platforms of social media.

Qualifications

- Bachelor's Degree preferred
- Possess strong time and fiscal management skills
- Excellent computer skills and familiarity with Excel, Word, PowerPoint, Canva and donor database management programs.
- Strong technical skills and digitally savvy
- Demonstrates exceptional communication skills
- Charismatic, personable, and motivational in working with youth, parents, donors, volunteers, and board members

- Able to travel in order to attend training sessions and meetings
- Ability to lift 30 lbs. and perform physical activities which are common with event management
- Ability to work occasional evening and weekend hours, flexible schedule when these obligations are necessary

Additional Details

- Duties, responsibilities and activities may change and new ones may be assigned at any time with or without notice
- Network with other Chapter colleagues and exchange best practice ideas
- Hiring will be subject to completion of successful background check and SafeSport Training

Salary Range and Job Type

- Compensation range of \$35,000 to \$37,500 dependent on preferred qualifications met
- Health, Dental and Vision Insurance
- Retirement benefits
- 10 Paid Vacation Days plus Major Holidays Off including New Year's Day, MLK Jr. Day, President's Day, Easter Monday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving and the day after, Christmas through New Year's Eve
- Monthly Cell phone stipend - \$50 per month
- Mileage reimbursement
- First Tee – Upstate South Carolina clothing provided
- PGA or LPGA Dues, education, meetings and tournament fees covered

To Apply

- Please submit a cover letter detailing your experience related to the role, responsibilities and qualifications, along with your resume and three references in PDF format to Michael Pius, PGA Executive Director at mpius@firstteeupstate.org.

Equal Employment Opportunity Statement:

First Tee – Upstate South Carolina is an equal opportunity employer, valuing diversity 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.