



Employment Details

Position: **Manager of Programs & Outreach**

Chapter Name: First Tee - Greater Austin

Salary/Wage: Based on Experience

Location: Austin, TX

Position Type: Full-time

Job Category: n/a

Preferred Education Level: 4 year degree

Career Level: Open

Preferred Certification Level: Level II+

Job Description

The Manager of Programs & Outreach (PM) is a full-time, 12 month position with First Tee - Greater Austin (FTGA).

FTGA is located in Austin, TX and has been a part of The First Tee network since 1999. The chapter's offices are located at the Harvey Penick Golf Campus (HPGC), a 9 hole golf course with a 3 hole short course, driving range and practice putting and chipping greens. The HPGC is owned and operated by FTGA. In addition to the golf course, this year the organization is launching a capital campaign to build a 18,000 sq. ft. learning center.

The chapter is very active with youth activities beyond The First Tee's LSE and First Tee's School Program. FTGA is also involved with the City of Austin Parks & Recreation Program, LPGA-USGA Girls Golf, PGA Junior League, Foundation Tour, Southern Texas PGA Junior Tour and FTGA created events at HPGC.

The organization primary fundraising is through events with two major events the 9 Core Values Luncheon hosted in the spring and a celebrity golf tournament hosted in the fall. FTGA has also been named as a beneficiary of the WGC Dell Match Play Championship and in conjunction of the tournament hosts series of events that same week.

Responsibilities

Management/Leadership

- With Programming Manager serve as the "Family Relations" Manager for Salesforce (family registration resource).
- Manage the relationships with our programming partners; affiliate sites, City of Austin Parks & Recreation, Austin Housing Authority and various schools and youth organizations.
- With ED and Director of Instruction (DOI) assist with the recruitment of volunteers and mentors/coaches
- Maintain communications with First Tee HQ to ensure compliance with all programming policies and procedures. And to ensure that FTGA youth are aware of the opportunities provided by the Home Office
- Responsible for FTGA participant data entry into First Tee's Salesforce database
- Ensures that ALL FTGA Coaches and Assistant Coaches are in compliance with First Tee

National Office. Coaches should be receiving regular communication reminders about upcoming “due dates”

- Participate in the Youth and Parents Forums as needed
- Serve as a trainer for volunteers, mentors and coaches for FTGA youth programs
- Assist with First Tee certification by providing the “back office” support to include; registration and verification of which level each student is testing for, registering testing results and communicating those results to the families.
- Assist with the coordination of “affiliate” sites
- With the ED provide the back office support for FTGA’s School and PARD programs to include: collecting contracts, schedule training when needed and ordering extra or new equipment as needed. With the DOI establish pipeline for the “In School” youth to get more involved with FTGA program.
- Working with Executive Director (ED) to establish volunteer and intern job descriptions and assist with the recruitment, training and management of said volunteers. PEA will be responsible for managing “event” volunteers and PM will be responsible for managing programming volunteers.

Communications/Public Relations

- Provide weekly programming “news” to the Marketing & Communications Manager (MCM) to be broadcast throughout FTGA network; website, press releases, eblasts, etc. News should include stories about our youth and the coaches/mentor’s.
- Maintaining the “programming” side of FTGA website by keeping content “fresh” and “relevant.” Along with creating and managing the programming registrations.
- Provide written updates on FTGA Program to the ED for both the EC and BOD Meetings.
- Maintain communications with FTGA’s various “affiliate site’s,” school programs and contracted instructors to ensure level of programming consistency.
- Serve as the families “go to person,” for information about the program, updates, etc. Also provides the lead communication to families for the start and conclusion of all programming activities.
- Create the registration pages on Salesforce for programming classes and events
- With ED and Marketing & Communications Manager (MCM) create collateral for various programming events to include; print, social media campaigns and website.

Fundraising/Donor Responsibility

- Works closely with the ED to provide programming measurements as needed for donors, grants and other fundraising initiatives.
- Maintain reporting for the Billy Clagett, Russ Munsch and Jackson Alexander Scholarships and any other programming funding to donors and BOD
- Load monthly Salesforce transactions into Blackbaud for fiscal reporting to the Executive Committee and Board of Directors

Skills:

- Preferred experience with another First Tee Chapter or Home Office
- Preferred experience with Salesforce
- Preferred experience in maintaining a website (WordPress preferred)
- Preferred experience with databases (current database is Blackbaud - Raiser’s Edge)
- Preferred experience in Programming Management - scheduling, follow up, managing volunteers and vendors relations
- Great communicator; verbal and written
- Being able to work a flexible schedule
- Golf experience not required but preferred
- Attention to detail
- Ability to lift 30 lbs

Benefits

- You get to live in Austin, TX!
- 100% Medical & Dental Insurance paid by the organization
- 12 day of PTO after two month's of employment
- Golf Membership to Harvey Penick Golf Campus for self and family

General

We are going through a reorganization of responsibilities and the position will be available as soon as we find the right candidate. We will host interviews (zoom and in-person) as qualified candidates are identified.

Please include three references with resume

All candidates are subject to a background check and drug screening

Contact Information

Chapter Name: FT of Greater Austin

Job Code: n/a

Contact: Jennifer MacCurrach, PGA, LPGA

Fax: n/a

Email: jmaccurrach@firstteeaustin.org

Telephone: 512-732-0380 x206

- Phone calls will be accepted for questions

Chapter Website: www.firstteeaustin.org

To apply for this position, please email your resume to the address above.