



**POSITION TITLE:** Senior Program Director

### **Chapter Overview**

First Tee - Monterey County's mission is to give young people of Monterey County opportunities for a better future. We do this through active involvement in Life Skills and golf skills that are learned on the course, in the classroom and in service to each other and the community.

### **Position Summary**

The Senior Program Director provides leadership to day-to-day operations of First Tee – Monterey County, and Golf Campus including budget, staffing, program development, planning, scheduling, facility utilization, policy implementation and safety.

### **Programming Responsibilities**

- Ensures that all participants can enjoy the benefits extended to them through First Tee - Monterey County and other youth development partner organizations
- Ensure high quality, impactful programs by:
  - Distributing materials (lessons plans and other materials) to all stakeholders in a timely manner
  - Managing coach to student ratios to guarantee they align with First Tee - Monterey County's philosophy
  - Continuously strive to improve coaching quality standards
  - Review Coach Observation Forms, Daily Attendance Form and Good, Better How feedback
  - Ensure Program Coordinators maintain and update all participant information, including attendance and progress
  - Conducting regularly scheduled recognition/awards events for participants
- Promote, conduct and oversee progression for all participants and relay information to parents, guardians, and participants
- Support and enhance areas of First Tee - Monterey County's Tournament Club including scheduling, assigning responsibilities and youth engagement
- Assist in the creation and proofreading of fliers and notices to participants and parents regarding schedule changes, special events and related routine communication and promotional brochures to increase awareness of the program and ensure accuracy, completeness, compliance with policies and correct English usage, including grammar, punctuation and spelling
- Provide factual information regarding inquiries about The Future Citizens Foundation, including First Tee - Monterey County, Pay It Forward Scholarship and Mentoring program, The Center for Learning, The PURE Insurance Championship, The AT&T Pebble Beach Pro-Am, as well as First Tee Headquarter programs and participant opportunities
- Perform the duties and responsibilities of a Golf and Life Skills Coach
- Report program operations and information to the C.E.O
- Operate standard and specialized office equipment

### **Fundraising Responsibilities**

- Assist in the creation of fliers and notices to participants and parents regarding schedule changes, special events and related routine communication and promotional brochures to increase awareness of the program
- Proofread and check typed and other materials for accuracy, completeness, compliance with policies and correct English usage, including grammar, punctuation and spelling
- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts

### **Leadership Duties and Responsibilities**

- Directs and manages Program Director, Campus Coordinators and ensures all Golf and Life Skills Coaches, Center for Learning staff, interns and volunteers are properly supervised and managed.
- Ensures seamless integration of programming and facility use
- Oversees successful and functioning chapter committees including; staff committees and Go-To Teams, Parent Advisory Committee and Youth Advisory Committee
- Oversees volunteer resources department, ensure all volunteers' information and attendance records are accurately recorded, regular volunteer training sessions and appreciation events are scheduled
- Oversees Research and Evaluation Department, ensure all participants' information and records are accurately recorded and reported
- Overall responsibility for providing up to date and accurate information to C.E.O for; registration, attendance, certification results, program schedules, transportation, special events, curriculum delivery

### **Other Responsibilities**

- Promote First Tee's mission by modeling First Tee values and life skills adherence to First Tee Code of Conduct
- Oversee activities during non-programming weeks
- Assist in developing and adhering to the operating budget
- Able to travel to attend Regional and Annual Meetings and training sessions
- Receive and screen First Tee - Monterey County visitors and telephone calls and take messages and reports. Make judgments on call priorities
- Handle walk-in participants, volunteers, potential donors and parents in a polite and courteous manner
- Other duties as assigned

### **Preferred Experience**

- Min. five years' experience in a youth development organization and/or as a credentialed school educator
- At least two years' experience as a recognized First Tee Coach.

### **Education**

- Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California.
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation or related field

### **Required Qualifications:**

- Demonstrate exceptional communication, fiscal management and managerial skills
- Experience in identifying and managing an instructional staff and volunteers

### **Other Qualifications**

- Successfully pass criminal background checks through the California Department of Justice and FBI
- Possess an appropriate California Driver License with a driving record acceptable to the Future Citizens Foundation.
- Be insurable by The First Tee of Monterey County
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work from the Immigration and Naturalization Service
- Bilingual fluency in English and Spanish is desirable

### **Physical Requirements:**

Position requires standing, walking, crawling, and sitting. Position involves the use of a keyboard involving repetitive motions with fingers and the use of a telephone and face-to-face communications that require the accurate perception of speech as well as talking and hearing. Position requires the use of tools or controls. The employee is occasionally required to sit for prolonged periods. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. The noise level in the work environment is usually moderate.

**A Successful Candidate will:**

- A successful candidate will have an entrepreneurial mindset,
- Be comfortable leading a diverse staff,
- Always maintain a professional demeanor,
- Enjoy engaging with participants, their families, community partners, and other stakeholders,
- Serve as a thought partner to advance the mission of First Tee – Monterey County,
- Utilize personal and organizational feedback to enhance programs and operations

**To Apply**

Please send a resume' and cover letter to Pepper Peete, **PepperPeete@firsttee.org**.

**Department:** Programming

**Supervised by:** C.E.O

**Supervises:** Programming team, including but not limited to, Program Director, Coaches, Volunteers

**FLSA Status:** Full Time Exempt

**Salary:** \$85k - \$95k. Relocation assistance will be considered.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The incumbent must have the abilities or aptitudes to perform each essential function proficiently with or without reasonable accommodation. FCF is a dynamic work environment where positions evolve and change. Therefore, FCF reserves the rights to modify, delete, or add job duties, responsibilities, and skills that are stated in this job description at any time.*

First Tee – Monterey County 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.