



First Tee Outreach Program Coordinator

- Primary responsibility will be to coordinate and implement the First Tee National School program in all metro elementary schools- K-5. Will be responsible for the development and implementation of companion community and school program to elevate the impact of the National School program. Will manage all program outreach activities year round.
- This individual must be a self-starter, possess strong organizational skills, manage multiple responsibilities, have excellent verbal and written communication skills, creative thinker, commitment to youth and impacts, and the ability to build and maintain strong relationships.
- Will report to the ED and communicate and coordinate activities with the Program Director to minimize duplication and maximize positive program outcomes and time efficiencies.

Build a year-round programming schedule - January – December

- Lead, create, deliver, and provide oversight of all outreach, in school, and special events, a safe environment is a must
 - Identify and cultivate outreach programs through schools, churches, community organizations, local parks/recreation departments, youth related agencies
 - Provide oversight, observation, and evaluation of daily, seasonal and annual lesson plans.
 - Be fully certified and proficient, trained in NSP, Drive, and other National FT programs
 - Develop curricula as appropriate to new outreach opportunities
 - Distribute and manage program equipment and supplies to all partners
 - Transition outreach students into LSE programs by participating in PTA, back to school and other recreational programs
 - Collect, enter, and manage all participant data relevant to NSP, outreach and Drive
 - Increase community awareness of FT by attending, school, community events
 - Develop and distribute promotional and transitional materials at all events
 - Build and maintain partnership relations and with HQ
 - Perform other duties as assigned, ie, assessment of the programs and outcomes
 - Assist with LSE program instructions .
- National School Program -August – June
 - Complete required National FT training, provide orientation and continual training , and full administration of all program elements
 - Identify, cultivate, and contact perspective school districts for NSP program
 - Meet with District representative. site leaders, PE teachers – demonstrate the program
 - Provide for IP agreement (remit and confirm to National), secure codes for school personnel, certify the training, monitor delivery of equipment and curricula, provide

initial training for each school site, and schedule periodic visits to each school to assist with instruction.

- Maintain documents for each school, if a change in staff, ensure the new staff are fully trained
- Assist in developing instructional schedule, training, monitoring the program delivery
Collect and retain current data on all participants, report through Sales force
- Adhere to all school or organizations policies and procedures.
- Ensure timely and pertinent communication, possible newsletters, etc.
- Provide article for monthly FT newsletters
- Implement student recognition program and end of the year school competitions

Salary level- \$ 40,000 to \$ 45,000

Benefits

Personal leave

Insurance

Phone

Mileage if applicable

Preferred Degree and work experience

Physical education, Parks and Recreation

Contact:

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