



Job Description

Program Coordinator

REPORTS DIRECTLY TO:

- Director of Programs ~ First Tee – Greater Sacramento

WORKS WITH:

- Executive Director, Officers, Board of Directors, and Committee Members of First Tee – Greater Sacramento
- All employees of First Tee – Greater Sacramento
- All Program Locations of First Tee
- All School Program & Community Program Partners
- First Tee Volunteers
- Youth and Adults receiving programming

FIRST TEE – GREATER SACRAMENTO OFFICE

- Address: 3704 Marconi Ave Suite #1, Sacramento, California 95821
- Phone Number: (916) 486-6220
- Website: www.firstteesacramento.org

JOB DUTIES

- School Program & Community Program oversight, including annual visits to all Community Partner locations. Tracking annual data including school demographics, staff changes, etc.
- Annual training updates for all volunteers, PE teachers, instructional staff at program sites, etc.
- RISE – deliver instructional programs, data reporting, recruit new partners, etc.
- Anyone Can Play clinics – deliver instructional programs, data reporting, recruiting new partners, and oversight of independently run programs at existing sites.
- Donations/Storage – Responding to donation requests, collecting donations, inventory, and redistribution.
- Cross train and provide Junior Tour and US Kids Golf Tour assistance as needed.
- Enter participant data into Salesforce.
- Enter Contact/Coaches and send background and SafeSport emails, follow-up, etc.

- Work to become a Level-IV Certified Coach (Certified Chapter Trainer)
- Assist with and cross train for Golfership approvals, invoicing, etc.
- Attend meetings with Director of Programs
- Public Speaking
- Event/Fundraising Support
- Additional program support as needed
- Answer phones and reply to e-mails
- Photocopy & scan as needed
- Attend meetings as needed
- Attend First Tee Head Quarters trainings & meetings

QUALIFICATIONS

- Golf Instruction experience and knowledge of First Tee program desirable
- Experience creating golf lesson plans for youth preferred
- Experience delivering group lessons and leading assistant coaches preferred
- Outstanding interpersonal skills and phone etiquette
- Ability to read, analyze and interpret policies and procedures
- Ability to respond to common inquiries from internal and external people
- Ability to multi-task, prioritize tasks and work within deadlines
- A self-starter, motivated and able to work independently
- Excellent computer skills, including word, and excel

WORK SCHEDULE

- Schedule will change weekly. Week may also include Saturday and Sundays
- Full-Time Hourly position (32 hours minimum per week)
- During special events may need to work longer hours for the day of event and or the week leading up to the event
- Travel may be required for special events, meetings, training, and programming (approx. 1-4 times per year)

PAY RANGE & BENEFITS

- \$20 - \$23 per hour based on experience
- Benefits include Healthcare, Vacation, Holidays, Sick Leave, & Mileage