



Position

Program Coordinator, First Tee – Greater New Orleans
Salaried/Full-time

Organization

First Tee – Greater New Orleans is a chapter of First Tee, an international non-profit youth initiative. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Greater New Orleans creates active learning experiences that build inner strength, self-confidence, and resilience that kids can carry to everything they do. By engaging young people in a combination of life skills, leadership, and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community.

Organizational Structure

The Program Coordinator reports to the Program Director. As Program Coordinator, you will assist in supervising coaches, interns, and volunteers.

Job Summary

The primary responsibilities of the Program Coordinator are to support and assist the Program Director with developing and delivering superior, year-round programming in the greater New Orleans area. This includes our partners schools and after-school programs, as well as implementation of special events and class instruction in our First Tee Program. This position also assists the program team with a variety of tasks, including curriculum support, marketing, database management and the development and coordination of new programs.

Duties and Responsibilities

- Assist with the development and execution of all First Tee programs in order to achieve annual goals
- Create and implement annual program schedule and lesson plans with Program Director
- Oversee organization and inventory of programming equipment
- Assist with content creation and maintenance of social media accounts.
- Attend First Tee Network and Regional Meetings as well as Coach Trainings
- Coordinate recruitment, training and scheduling of program volunteers and coaches
- Maintain chapter databases for participants, volunteers, and coaches within the Salesforce platform
- Manage parent communication by responding to emails, phone calls, and other inquiries.

- Work with Program Director to build and maintain relationships with golf facilities, schools, and other partner locations.
- Provide instruction to First Tee participants during all program sessions
- Perform other related duties as assigned, including special events which may take place on nights and weekends.

Qualifications

- Bachelor's Degree in Education, Sports Administration, or similar field of study
- Minimum of 2 years' experience working with youth and/or sports
- Knowledge of and interest in the First Tee program
- Charismatic, personable, and motivated to work with young people
- Strong written, verbal, organizational and interpersonal skills
- Ability to work in outdoor weather conditions for extended periods of time
- Frequently move equipment weighing up to 50 pounds for programs and events

Preferred Skills

- First Tee Level 1 coach or above
- Skilled in all MS Office and Google Suite applications
- Proficient with technology and a variety of software programs (Salesforce)
- Knowledge of the game of golf
- Experience and interest in website and social media design

Work Shifts

Tues-Sat, approx. 10am-6:30pm and some evenings/weekends for special events may be required. Attend all appropriate programming events.

Salary and Benefits

Commensurate with experience. Competitive Benefits include Monthly PTO, Health Insurance, cell phone stipend and eligibility to participate in IRA plan after one year of employment.

To Apply

Submit a cover letter, current resume and (3) professional references to brad@firstteenola.org. Applications will be accepted until the position is filled.

Equal Employment Opportunity Statement:

First Tee - Greater New Orleans 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.