



**Job Description**  
**Regional Program Manager**

**Chapter Overview**

First Tee - Greater Dallas (FTGD) is one Chapter of an international non-profit youth initiative called The First Tee. First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, a core set of life-enhancing values such as honesty, integrity and sportsmanship. 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. The First Tee Life Skills & Golf Experience is the unique component that sets First Tee apart from many other successful junior golf programs. Since 2007, FTGD has operated as a division of the Texas Golf Association Foundation.

**Mission Statement**

To positively impact the lives of young people throughout Greater Dallas by providing learning facilities and educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

**Reports to**

The Regional Program Manager reports to the Program Director

**Supervises**

The Regional Program Manager supervises all Site Leaders, Program Coaches and program volunteers in his/her area.

**Employment Status**

Full Time, Non-Exempt – As employee of Texas Golf Association

**Job Summary**

The Regional Program Manager provides leadership to program and curriculum development, planning, scheduling, promoting, and successfully executing instruction in his/her 6-7 program location service area in accordance with The First Tee Life Skills and Golf Experience. The position includes developing, delivering, and evaluating instructional programs; training participants, volunteers, and staff; managing participant and volunteer progression, development, and retention; managing program budgets; implementing program policies; ensuring the safety of participants and volunteers; and building alliances with community partners and facilities. The position currently involves approx. 70% direct teaching and 30% administration and oversight.

## **Duties and Responsibilities**

### Program Development:

- Create, manage, conduct, and evaluate special events, weeknight, weekend, and summer Open Enrollment programs and implement The First Tee Golf and Life Skills curriculum as outlined in First Tee guidelines
- Coordinate and administer registration, schedules, transportation and lesson plans for Open Enrollment programs
- Create and maintain program documents such as registration, schedule and special event notices, partner agreements, and program handbooks
- Satisfy equipment and educational material needs and maintain the quality of equipment and all instructional areas

### Participant Development:

- Must become proficient in all aspects of The First Tee Life Skills Experience Curriculum and The First Tee Coach Philosophy
- Track and report participants' information and progress through the incoming app from HQ
- Teach The First Tee Golf and Life Skills Experience
- Develop a retention plan to keep participants engaged through the age levels with the other program staff
- Help arrange for and encourage upper-level youth to participate in tournament opportunities and additional private lessons and educational opportunities
- Develop participants by providing a safe, fun environment, recognition and awards for high-achievers, assisting with equipment needs, USGA handicap and game-tracking, resumes, etc.

### Administration:

- Assist in developing and adhering to the program budget
- Report program operations and information to the program director
- Manage service area communications
- Maintain records and photos of regional programs
- Communicate with and submit documentation as required to FT HQ
- Network with other Chapter colleagues and exchange best practice ideas
- Assist in the creation of promotional materials to increase awareness of the program and facilities in your region

### Volunteer and Coach Development:

- Recruit, screen, train, schedule, retain, evaluate, and reward Site Leaders, Program Coaches, Volunteer Coaches, and Administrative Volunteers
- Develop a volunteer support system to ensure recognition and longevity
- Oversee the process of enrolling Site Leaders, Program Coaches, and volunteers in The First Tee Coach Program
- Coordinate staffing of events within your service area/region