



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF SOUTH HAMPTON ROADS JOB POSTING

Job Title: **Program and Outreach Director**
Reports to: Executive Director
FLSA Status: Full Time Exempt

Location: First Tee-Hampton Roads
Salary Grade: ____
Starting Salary Range: \$40,000-\$45,000

POSITION SUMMARY:

The Program and Outreach Director provides leadership to beginner programs and curriculum development, planning and execution, promoting and scheduling instruction in accordance with First Tee Life Skills Experience. The Program and Outreach Director is also responsible for the supervision of daily program operations, course access, facility, and fiscal management of program operations, policy implementation and safety of all programs.

ESSENTIAL FUNCTIONS:

Division of Duties:

- 65% supervision and management of Entry Level Golf Programs and Youth Development—including outdoor learning center and golf course, golf programs including classes and seasonal camps.
- 20% management and development in areas of community partners and the National School Program.
- 10% Y association and First Tee national meetings and design team assignments within the YMCA.
- 5% leadership to Annual Giving campaign and other special projects

Priorities:

1. Provide strong leadership and support for attaining the goals and objectives of the association and First Tee-Hampton Roads.
2. Provide strong fiscal management in all areas of responsibility.
3. Prepare the annual income and expense budgets for the above-mentioned departments.
4. Administer the budget in a way that assures operations are carried out in a balanced fiscal position.
5. Communicate the mission of First Tee-Hampton Roads and objectives to the community and include in all areas of the operation.
6. Develop and maintain a positive image with community organizations, businesses, and residents.
7. Serve as staff liaison to board-designated committees and lay task force groups.
8. Work with the management team to ensure quality member services and membership retention efforts.
9. Ensure safety, cleanliness and function of all related facilities and equipment through regular inspections and appropriate actions.
10. Participate in association Cabinet Meetings.
11. Attend training related to areas of responsibility.
12. Assist in a successful annual fundraising campaign with a lead role in Community Gifts, which engages the families of participants, and members here at First Tee.



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13. Plan and implement special community events related to above mentioned programs.
14. Work to establish the image of First Tee-Hampton Roads and the YMCA in the local community to promote our programs and services.

The Program and Outreach Director must understand and be willing to learn the necessary skills required for the successful completion of duties including:

Coaching

1. Must become proficient in all First Tee programs, curriculum, and the delivery of entry to intermediate level programs through First Tee Coach Program.
2. Develop programs and implement First Tee Life Skills Education as outlined in First Tee guidelines
3. Coach First Tee Life Skills Experience and administer First Tee Certification process
4. Plan, direct, lead state-licensed summer and holiday camps, Junior Tournaments, and Family programming.
5. Provide a safe environment for all participants and families
6. Conduct "On-Course" orientations for participants
7. Supervises part-time employees and has the authority to hire and fire, as needed.

Program Scheduling

1. Coordinate registration, schedules, transportation, and lesson plans for clinics, training, and programs with other youth services organizations and schools
2. Be available and engaged with participants, families, and coaches when programs are in session
3. Create and implement off-season and supplemental programs
4. Satisfy equipment needs for the programs
5. Maintain the quality of equipment and all instructional areas
6. Assist in the development/selection of training aids and materials
7. Develop and maintain strong relationships and communications with off-site golf course program locations, and community partners.

Management/ Administration

1. Track participants' information and progress through First Tee online participant database, Salesforce, and maintain accurate records and submit quarterly
2. Develop retention and progression plans to move participants through the certification levels and grow First Tee participation and reach.
3. Develop, implement, and update program policies and procedures
4. Plan, lead, direct and implement state-licensed guidelines and protocol for summer and schools out day camps.
5. Assist in developing and adhering to the Program & Operating budget
6. Report program metrics, operations data, and program data to the Executive Director and Board
7. Attend meetings and advise Outreach Committee
8. Provide recognition and awards for participants

Volunteers

1. Emphasize and enforce written roles and responsibilities for volunteer positions
2. Involve volunteers and golf professionals in the delivery of programs
3. Recruit and train program staff to assist with and lead classes
4. Lead Outreach Committee with Volunteer Chair; track measurable annual goals of the committee.



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5. Assist with the Young Professional Council to grow young professionals to engage and support the mission of First Tee.

Parents:

1. Lead parent orientation programs
2. Communicate with parents/participants through website, email, and mail
3. Provide opportunities to engage parents in their children's learning and volunteering.
4. Provide opportunities for participant family members to learn the game of golf

Community/ Network Outreach

1. Represent First Tee-Hampton Roads program to YMCASHR Centers, the community and aid in fundraising, marketing, public relations and communication efforts.
2. Communicate with and submit documentation as required to First Tee National
3. Network with local PGA/LPGA Professionals to promote and communicate programming.
4. Network with other Chapter colleagues and exchange best practice ideas
5. In partnership with Executive Director, identify and develop community partnerships
6. Develop transition opportunities for outreach programs including NSP.

Golf Program Locations

1. Identify and recruit strategic program affiliate sites/locations within the Chapter service area
2. Create and maintain relationships with program affiliate partners
3. Assess, operate and maintain high-quality programs and operations at each site
4. Effectively utilize access to the golf course and practice areas in partnership with other directors.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees and addressing complaints and resolving problems. First Tee Director of Golf Operations supervises all coaches, program volunteers, and site coordinators.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Engaging Community

QUALIFICATIONS:

- Bachelor's Degree or equivalent work experience in the area of sports administration, business management, education, recreation, or related field preferred.
- Demonstrate exceptional leadership, communication, fiscal management and managerial skills.
- Demonstrate strong knowledge and skill of the game of golf and previous teaching experience is preferred.
- Knowledge of the standards of conduct and involvement established by the PGA/LPGA.
- First Tee Level 1 Coach Certified or higher or able to achieve within the first 90 days of employment.
- Prior experience as Youth Program Director qualified is preferred.



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- Proven experience in supervision of staff, financial management, fundraising, and successful development of programs.
- A dynamic personality with an understanding of team operations, development and implementation of programs, and strategic planning to produce results of goals.
- Experience in producing earned revenue.
- Charismatic, personable and motivational in working with youth, parents, adult volunteers, and in the community.
- CPR/AED and First Aid certified or must receive within 30 days of hire.

OUR CULTURE AT THE Y:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

WHY WORK FOR THE YMCA OF SOUTH HAMPTON ROADS?

You will love the beautiful city of Virginia Beach where art exhibits, farmer's markets, community concerts and sporting events such as boating and fishing abound. The oceanfront, historical attractions of Richmond, and the resort city of Outer Banks, NC are only a short drive away.

The YMCA of South Hampton Roads association is recognized as a cutting-edge leader in the YMCA movement. The association serves the communities of: Chesapeake, Norfolk, Portsmouth, Suffolk, Virginia Beach, Eastern Shore of Virginia, Outer Banks and Elizabeth City, North Carolina at its 27 locations.

Excellent benefits package includes leadership development opportunities and training to secure a promising future for our employees and our association.

Core benefits include:

- Health, Long-term disability and life insurance
- Unlimited Paid Time Off after 90 days of employment
- Employer contributions to 401A retirement (based on qualified hours)
- 403B retirement plan (employee contributions)
- Free YMCA membership at all locations + 24-hour access
- 50% discount on YMCA child care and camp programs
- Discounts at partner organizations and businesses
- Cell Phone Allowance
- Event tickets
- Educational Institutions and more
- Employee Resource Groups
- Membership in the YMCA Professional Network
- Employee Assistance Program
- Continued development and certification

ENVIRONMENTAL FACTORS, PHYSICAL REQUIREMENTS:



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Sufficient strength, agility, and mobility to perform essential functions of position and to supervise program activities.

- May be required to walk, stand, kneel, and stoop.
- Continuous operations requiring attention to detail and multi-tasking.
- Must be able to lift, pull and move up to 50 pounds.
- Must be able to stand or sit for long periods of time.
- Must be physically able to successfully complete required certifications.
- Must be able to perform the duties of direct reports.

BACKGROUND CHECKS:

An offer of employment is contingent upon receipt of satisfactory results to meet the minimum requirements of the position. They may include criminal background and reference checks, E-Verify, drug test, driver's license record, and/or a Child Protective Services Check (CPS). Additional driver's license check, CPS, criminal background check, alcohol, and/or drug testing may be required to be processed in the future in order to meet and/or maintain the requirements of this position.

TO APPLY:

Closing date of application is November 11th, 2023. Visit the YMCA of South Hampton Roads' Job Opportunities Page, at www.ymcashr.org, to submit an online application. Cover letter, resume and references should be uploaded in one document.

Internal Candidates – Currently active employees of the YMCA of South Hampton Roads should apply through Careers on the Employee Dayforce Account.