



## Position

Director of Programs

## Organization

First Tee - Central Carolina is a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges. Using golf and life skills as our tools, we provide kids opportunities they may never have otherwise; opportunities for mentoring, opportunities for enhancing their education and career choices, and opportunities to learn a game that strengthens character, draws out leadership and builds confidence. We are active throughout the Triad region, and specifically focused on serving the East Greensboro and East Winston-Salem communities around Gillespie and Winston Lake golf courses.

## Position Summary

Reporting to and collaborating with the CEO & Executive Director, the Director of Programs will provide leadership in the areas of program design, implementation, and evaluation/continuous improvement. The Director of Programs will support the overall strategic direction and operational plan for First Tee – Central Carolina. The Director of Programs will represent the chapter to their community. S/he will embody the First Tee's strong commitment to its youth and will promote the organization in all they do.

## Responsibilities

- Create a program culture that attracts and values all youth, especially black/brown youth, girls and kids with limited financial means.
- Serves as strategic and hands-on leader of all program-related business, specifically focused on coaches, participants, parents, golf courses, schools and community partners.
- Oversight of all chapter programs, including:
  - Core Programs – life and golf skills classes
  - Signature Programs – Club Golf, Golf & Grades (G2), Player Development Program, and HBCU Summer Internship
  - Special Events – Wyndham Championship Week and community golf days
- Establish an environment that inspires youth to fall in love golf, develop exceptional practice and playing habits, and pursue opportunities on and off the course that golf provides.
- Create and maintain a program environment that is physically and emotionally safe at all times, abiding by all Safe Sport guidelines.
- Outstanding fiscal management of program-related budget.
- Design, implement and execute existing and new playing opportunities for participants.
- Create a highly attractive and effective volunteer culture at chapter.
  - Continuous volunteer recruitment through face-to-face conversations and strategic recruitment opportunities
  - Train and inspire continuous improvement of new and existing coaches/volunteers.
  - Thank and reward coaches for their dedication and service to our mission.
- Lead recruitment of targeted participants through:

- Relationship building with community members, residents, and leaders.
- Engaging with local schools, churches, government agencies and other organizations
- Work closely with Director of Business Operations to ensure effective communications and processes for participants, parents, coaches and partners, including:
  - Registration (Salesforce)
  - Participant/parent/partner communication
  - Coach scheduling and communication
  - Special events
  - Child Protection/Safe Sport – background checks and training
  - Data collection/reporting
- Take pride in chapter facilities by ensuring upkeep and care of Winston Lake and Gillespie learning centers, including basic cleaning and maintenance to ensure a safe and productive learning environment.
- Lead and/or assist with golf skills classes.
- Other duties as assigned by the CEO & Executive Director.
- Demonstrate exceptional professional conduct at all times.

### Qualifications

- Experience playing and love for the game of golf.
- Demonstrated commitment serving youth, specifically black/brown youth, girls, and kids with limited financial means.
- Previous experience in golf and managing people and building effective teams/cultures.
- Exceptional communication, interpersonal relations and organizational skills.
- Charismatic, personable, and motivational in working with youth and volunteers.
- Exceptional time management skills and ability to multi-task.
- Well-organized and energetic, lead-by-example doer, committed to personal excellence.

### To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to Ryan Wilson (ryan@firstteecentralcarolina.org).

Closing date for this position is December 15<sup>th</sup>, 2024. *Note: we have the right to accelerate or extend the closing date of this position at any time.*

### Salary Range and Job Type

Full-time, exempt.

Compensation will be commensurate with experience.

Benefits include:

- Health insurance
- 4-day work week (some exceptions)
- Retirement match
- Continuous learning opportunities
- Gas reimbursement for program-related activities

### Equal Employment Opportunity Statement

First Tee – Chapter is an equal opportunity employer. Our policy is to comply with all federal and/or 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.

