



Job Description Program Director - Memphis

Chapter Overview

The First Tee Tennessee in Memphis is part of the statewide Chapter. The 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, life-enhancing values such as honesty, integrity, and sportsmanship. By engaging young people in life skills, leadership, and golf activities, they are also exposed to positive traits that will help them succeed. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets First Tee apart from many other successful junior golf programs and youth development programs through sport.

The First Tee Tennessee in Memphis was established in 2019 and operated by the Tennessee Golf Foundation.

Mission Statement

To impact the lives of young people by providing learning facilities and educational programs that promote character development and life-enhancing values through the game of golf.

Reports to

The Program Director reports to the Executive Director and
Regional Director – West Tennessee

Supervises

The Program Director supervises all coaches, program volunteers, and site coordinators.

Employment Status

Full-time, Exempt

Job Summary

The Program Director will provide operational services to the First Tee Tennessee in Memphis. The Program Director will aid in program and curriculum development, delivery of programming material, and ensure that all programs follow proper operational procedures.

Roles and Responsibilities

Coaching:

- Must be proficient in the delivery of all levels in the First Tee Coach Program
- Develop programs and implement the First Tee Life Skills Education as outlined in First Tee guidelines
- Coach First Tee Life Skills Experience
- Recruitment of Coaches and Volunteers
- Build rapport with the coaching staff and conduct weekly/biweekly meetings on maintaining a quality program
- Log volunteer hours for all volunteers and junior coaches
- Conduct coaching observations
- Make the game and experience fun for participants
- Provide a safe environment
- Bring high energy to our coaches, participants, and their families

Program Scheduling:

- Coordinate and develop registrations, schedules, lesson plans, and other logistical matters for all sites that provide First Tee Life Skills Experience
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials

Management/ Administration:

- Respond to and answer emails and phone calls about the program and other matters associated with the program
- Track participants' information and progress through The First Tee online participant database using Salesforce; maintain accurate records of participants and coaches and submit participants' data for end-of-the-year reporting
- Develop retention and progression plan to move participants through the certification levels
- Develop, implement, and update program policies and procedures
- Assist in developing and adhering to the Program and operating budget
- Report program metrics, operations data, and pertinent program data to the Executive Director and Regional Director
- Manage social media, website content, and participant opportunities for the Chapter
- Provide recognition and awards for participants

- Encourage Birdie level participants and higher to apply and participate in local and network benefits and opportunities
- Network with other Chapter colleagues and exchange best practice ideas

Volunteers:

- Become proficient in our volunteer management system to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans
- Update, as necessary, written roles and responsibilities for volunteer positions
- Involve volunteers and Coaches in the delivery of programs
- Recruit and train program staff to assist with and lead classes

Parents:

- Lead parent orientation programs
- Communicate with parents/participants through website, email, phone calls, and text
- Provide opportunities to engage parents in their child's learning
- Provide opportunities for participant family members to learn the game of golf

Program Affiliates:

- Identify and recruit strategic program affiliate sites/locations within the Chapter service area
- Create and maintain relationships with program affiliate partners
- Assess, operate, and maintain high-quality programs and operations at each site
- Effectively utilize access to the golf facility's practice areas

Preferred Qualifications:

- Degree or Experience in the area of youth development, recreation, education, or related field
- Certified The First Tee Coach preferred
- PGA of America or LPGA teaching professional preferred
- Demonstrate exceptional communication, fiscal management, and managerial skills
- Experience in identifying and managing program staff and volunteers
- Charismatic, personable, and motivational in working with youth and adult mentors
- Able to travel to attend Academies, Coach Training, Regional and Network Meetings
- Must pass an annual background check and bi-annual SafeSport training

Preferred Qualifications

- Willingness to complete all levels of Coaches training
- Bachelor's Degree in the areas of sports administration, business management, education, recreation, or related field
- Demonstrate exceptional communication, fiscal management, and general managerial skills
- Adhere to the standards of conduct and involvement established by the PGA/LPGA and First Tee
- Experience in identifying and managing program staff and volunteers
- High Energy, charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings
- Flexible schedule is a must
- Able to travel between schools and golf courses within Shelby and neighboring counties

Compensation

- Salary commensurate with experience
- Benefits: Health Insurance, Dental Insurance, Vision Insurance, Life Insurance
- 401k: eligible after one year of employment on a specific enrollment date
- Work Mileage reimbursement (per guidelines)
- Monthly cell phone allowance