



## Position

Operations Director-Hobbs | First Tee-Southeastern New Mexico

## Organization

First Tee – Southeastern New Mexico will create experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the **game of golf** with a life skills curriculum, First Tee-Southeastern New Mexico creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, schools and youth centers throughout the community of Hobbs.

## Position Summary

The Operations Director (OD) is accountable for the safe, efficient, and effective delivery of the First Tee Program consistent with its vision, mission, and objectives and provides support to the Program Director and Executive Director. The OD is responsible for ensuring that the operational objectives of the program are achieved through the implementation of effective strategies, practices and programs focused on improving the participant and stakeholder experience. The incumbent provides leadership in delivering operational and program objectives on a consistent basis, year-round, in line with First Tee values. The OD also handles a range of administrative and support related tasks.

The OD 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 throughout the community.

## Responsibilities

- Develop constructive, cooperative, and effective working relationships with leadership, staff and volunteers. Foster and/or create relationships with individuals outside the organization, represent the organization to donors, parents and the public
- Learn the Life Skills Experience curriculum to build a comprehensive understanding and participate in First Tee Coach training opportunities and curriculum building
- Deliver a high-quality experience that ensures a positive and productive learning environment
- Coordinate registration, scheduling and lesson plans for clinics, trainings, and programs with Program Director
- Create and implement off-season and supplemental programs on and off the course
- Responsible for hiring, recruitment, training, and retention of staff/volunteers
- Participate regularly in coach meetings, trainings, and special events
- Work with the Program Director to assist in developing, implement, and updating program practices, policies and procedures
- Report important updates, incidents, and follow-ups to the Program Director.

- Assist in adhering to the program & operating budget
- Develop mutually beneficial partnerships with Boys & Girls Clubs, Hobbs Municipal Schools and the City of Hobbs
- Satisfy equipment needs for the program while maintaining the quality of equipment and all instructional areas
- Assist the Executive Director to plan, develop, and execute operational activities including tournaments, fundraisers, etc.
- Communicate with chapter donors/supporters
- Contribute to the development and implementation of new ideas to meet goals
- Complete other duties and projects as assigned

### Qualifications

- Associate or bachelor's Degree preferred though not required. Fields of study preferably in the areas of education, recreation, sports management, business administration, or related field.
- Knowledge of the game of golf, rules, and etiquette. You do not need to be an expert!
- Commitment and passion for the mission and purpose of First Tee
- Adherence to the standards of conduct and involvement established by First Tee
- Exceptional communication, interpersonal relations, time management and organizational skills and ability to multi-task
- Preferred youth coach or PGA or LPGA teaching professional/apprentice but not required
- Charismatic, personable and motivational in working with youth and staff
- Computer Proficiency
- Prior youth experience
- Reliable, trustworthy, dependable, able to maintain consistent and regular attendance

### To Apply

- Please submit your resume to Adrienne Fields @ [thefirstteesoutheasternnm@gmail.com](mailto:thefirstteesoutheasternnm@gmail.com)
- Closing date for this position is 01/31/2024. First Tee — Southeastern New Mexico has the right to accelerate or extend the closing date of this position at any time.

### Salary Range and Job Type

- Compensation will be commensurate with education, experience and/or skills
- Full time position; however, part time can be negotiated if applicant requires.

### Equal Employment Opportunity Statement:

First Tee — Southeastern New Mexico is an equal opportunity employer, valuing diversity and inclusion. 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.