



## Position

Program Director, First Tee of Metropolitan Oklahoma City.

## Organization

First Tee of Metro OKC was established to 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 the life skills curriculum, First Tee creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do at all program sites throughout metro OKC.

## Position Summary

The Program Director (PD), reporting to the Executive Director (ED), will provide oversight and direction to fulfill the organization's mission in our community. Inspired by a passion for empowering and helping youth succeed in life, will work to promote and expand programming.

Will report to and collaborate with the ED and oversee program design, implementation, evaluation of programs and curriculum, and support the overall strategic and operational plan for our chapter. In accordance with the standards set by the ED and the Board of Directors, the PD will coordinate the program coaches, volunteers, partnerships, events, data reporting, policies, procedures, and safety protocols. Will represent the chapter to the community and our strong commitment to its youth and families.

*Key Criteria for success of the role include:*

- Ensure program effectiveness through evaluation of program goals.
- Expand FT additional high-priority programs, at risk neighborhoods.
- Implement youth safety and fulfill safety protocols.
- Desire for continuous professional and personal development
- Enjoy coaching kids, volunteers and adults in a fun, safe environment

## Responsibilities

- Oversee all First Tee on-course and community programs. Top priority will be promoting programs for all, Primary goals of the FT of Metro OKC is retention and impacting youth at all program locations.;
- Recruit and organize community partners surrounding chapter facilities/program locations to involve the underprivileged, underserved and minority youth.
- Ensure top quality program delivery, leading instruction and on- course playing opportunities, organize and manage volunteer recruitment, training, and management. Possess or gain certification in First Tee life skills curriculum training;
- Coordinate responsibilities with Ex, Asst, for the management of all Salesforce database records specific to tracking certifying and community partnership participant numbers with demographic information, providing reports for ED/Board.
- Coordinate the communication with parents/participants via website, email, social media and phone calls.
- Work cohesively with ED to schedule programs and post online when registration is open.
- Effectively schedule coaches/volunteers to teach/lead classes that are appropriate for their skill set and teach/lead classes as needed;
- Collect and submit weekly pictures, videos and descriptions of programs for posting on the chapter's social media accounts.
- Uphold all Child Protection Policies, background checks, and training as set forth by First Tee HQ

### Qualifications

- Bachelor's degree in the area of sport administration, business management, education, recreation, or related field,
- 3-5 years' experience managing a team of coaches/volunteers; preferably in a youth development setting.
- Demonstrate sound and effective communication, fiscal management and managerial skills.
- Experience in identifying and managing program staff and volunteers;
- Exhibit personable and motivational attributes in working with youth and volunteers.
- Passionate youth development ambassador with experience promoting access to and involvement in programs by youth participants, their families, volunteers, donors, donor prospects and allied partners;
- General knowledge of sports and enthusiasm for golf and prior direct experience with youth development programming and golf preferred;
- Effective communicator who follows through and up; ability to share thoughts and observations; and who consistently treats others with respect.
- Well-organized and energetic, lead-by-example doer, committed to personal excellence;
- Knowledgeable professional, enthusiastic learner willing to ask questions and pursue professional development for self as well as staff and volunteers., fostering teamwork; contributing in philanthropic efforts.

## To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to [debi.martin@okc.gov](mailto:debi.martin@okc.gov)

Questions may be directed to [debi.martin@okc.gov](mailto:debi.martin@okc.gov)

Closing date for this position is February 1, 2024 the right to accelerate or extend the closing date of this position at any time.

## Salary Range and Job Type

Base Salary - \$ 65,000

- Preference for experienced First Tee instructor/coach and/or certified First Tee Coach
- Golf experience and knowledge helpful
- Full Time, Exempt

### **Equal Employment Opportunity Statement:**

First Tee — [Chapter](#) 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.