



Job Description: Program Director

Reports To: President & CEO

Classification: Full time, Exempt

Supervises: FTP Program Managers and Lead Coaches

First Tee-Pittsburgh is a 501(c)(3) non-profit organization whose mission is to impact the lives of young people by providing educational programs that build character, instill life enhancing values and promote healthy choices through the game of golf.

First Tee-Pittsburgh creates 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-Pittsburgh 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 Western PA Region.

Position Summary

The Program Director (PD), reporting to the President & CEO, will provide leadership, oversight, and direction to the chapter's coaching team to fulfill the organization's mission in the Western PA Region. Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote and expand the efforts of the organization.

In collaboration with the President & CEO, the PD will lead and supervise program design, implementation, evaluation of programs and curriculum, and support the overall strategic and operational plan for First Tee-Pittsburgh. In accordance with the standards set by the President & CEO, the Program Director will ensure that all Program Managers, Coaches, Volunteers, Partners, events, data reporting, policies, procedures, and safety protocols meet the First Tee-Pittsburgh standards.

The Program Director will represent the chapter to the community. S/he will embody the First Tee-Pittsburgh's strong commitment to its youth and will promote the organization throughout the community.

Key Criteria for success of the role include

- Leads the First Tee-Pittsburgh coaching team to ensure program effectiveness through evaluation of quantitative and qualitative analytics
- Expands and scales First Tee-Pittsburgh's programming in additional high-priority, at risk neighborhoods
- Upholds the importance of youth safety and fulfills safety protocols
- Enjoys coaching kids, volunteers and adults in a fun, safe environment
- Displays and models a desire for continuous professional and personal development

Qualifications

- Bachelor's degree or higher, in the area of sports administration, business management, education, recreation or related field
- Minimum 2-3 years experience managing and supervising a team; preferably of coaches/volunteers in a youth development setting
- Demonstrate exceptional communication, fiscal management and managerial skills
- First Tee Coach certification and training is preferred
- Ability to pass and maintain in good standing Safe Sport compliance and secure Act 34 and 151 clearances

Apply

- Please submit a cover letter and resume detailing your experiences related to the Responsibilities & Qualifications to eamato@firstteepittsburgh.org
- Closing date for this position is March 1, 2024
- First Tee-Pittsburgh has the right to accelerate or extend the closing date of this position at any time

Salary Range and Job Type

\$55,000-\$65,000 annually

Health, Dental, Vision, and 401K benefits

Full Time, Exempt

Equal Employment Opportunity Statement:

First Tee – Pittsburgh 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.