



Position

Program Manager, First Tee Tulsa

Organization

The First Tee of Tulsa is a youth character development program that teaches life skills through the game of golf. The First Tee of Tulsa was established in 2001 and has continued in its vision to offer the program at **no cost** to all young people ages 8-18. The purpose of the program is to create and implement programs to assist students in school, make positive decisions regarding their future, and to give them opportunities they most likely would not encounter if they were not a member of the First Tee of Tulsa.

Position Summary

The Program Manager (PM), reports to the Executive Director (ED). He or she will work alongside the ED in coordination, delivery, and management of the program. PM actively leads and teaches in the program, and partners with the First Tee Tulsa team to fulfill the mission and purpose of the program.

The PM develops and coordinates program schedules, supervises hourly employees and volunteers, actively coaches in the classes, and collects participant data. PM assists ED in curriculum development, training of volunteers and coaches, player development, and tournament operations. PM provides evaluation and participant program reports to the ED. He/she supports the overall strategic and operational plan for the chapter.

Key Criteria for success of the role include:

- Enjoys coaching youth ages 7-18
- Golf experience and background
- Team player
- Desire for continuous learning

Qualifications

- Golf experience required. Preferably a competitive golfer, but not mandatory.
- Graduate from a PGM Program or 4-year accredited college.
- Outgoing personality, professional demeanor.
- Self-motivated, eager to succeed, well organized.
- Ability to work a flexible schedule, evenings classes, and occasional Saturdays.
- Demonstrate effective communication and managerial skills.
- Ability to multi-task and wear many hats.

- Be an enthusiastic team player in the promotion of the program, contributor of time and energy to fundraiser events, and play a key role in the fostering of a fun, professional, positive work environment.

Responsibilities:

- Teach and lead classes, oversee hourly employees and volunteer coaches.
- Schedule classes -tasks include-Connect with school administrators and partnering youth agencies, coordinate with golf courses for availability, and reserve classes for groups and individual participants for registration.
- Administer online participant and in-person registration, recruit participants who are most likely not familiar with the game of golf.
- Ensure top quality program delivery, instruction and on- course playing opportunities.
- Work alongside First Tee assistants for the management of all Salesforce participant database records, tracking certifying and community partnership participant numbers with demographic information, and providing reports for ED and First Tee Tulsa Board.
- Communicate with parents/participants via website, email, social media, and phone calls.
- Work cohesively with ED in operations of program, conducting program, leading the program.
- Collect and submit weekly pictures, videos, and descriptions of programs for posting on the chapter's social media and website.
- Advocate all Child Protection Policies, background checks, and training as set forth by First Tee HQ
- Be proficient in the training and delivery of First Tee Life skills modules and Nine Core Values linked to the golf lessons.
- Assist in parent/guardian correspondence.
- Recruit, coordinate and conduct competitive events for participants.
- Educate parents on program activities and create an optimal learning environment for participants and make the game fun for juniors.
- Recruit participant participation in educational opportunity classes and community service activities offered by First Tee Tulsa.
- Provide administrative support by answering the phone, entering participant database, handling parent/guardian inquiries and including other clerical duties.

Contact Person: Janice Gibson-Executive Director First Tee Tulsa, LPGA/PGA Golf Professional

Resumes will be accepted until the position is filled. Please submit your resume to Janice Gibson jgibson@firstteetulsa.org

Salary Range and Job Classification

Annual Base Salary - \$ 55,000-\$58,000 based on experience and qualifications.

Health Insurance 75% paid by First Tee Tulsa.

Opportunity for paid vacation time off, performance-based bonus, and cell phone allowance after first year of employment

Full Time, Exempt