

# INDIANA GOLF



INDIANA SECTION

## Your Link to the Game

**Job Title:** First Tee - Indiana Southern Region Program Director

**Reports To:** Senior Director of Programming

**Overview:** This position will be responsible for overseeing all First Tee - Indiana programming for the southern part of the state. They will work closely with our First Tee coaches, physical education teachers and volunteer committee members to assure that our First Tee programs throughout the state are presented in a consistent and professional manner.

**Indiana Golf** comprises the Indiana Golf Association, Indiana Women's Golf Association, Indiana Section PGA, Indiana Golf Course Superintendents Association, Indiana Golf Foundation and First Tee-Indiana. Learn more at [indianagolf.org](http://indianagolf.org).

### Duties and Responsibilities

#### Programming:

- Past experience with First Tee preferred.
- Teach the First Tee Program and assist program location coaches as necessary.
- Aid in registration and scheduling of golf course programming and special events.
- Aid in developing curriculum and lesson plans for program locations.
- Aid in tracking participants' information through internal tracking tools.
- Create and maintain program documents such as registration, schedule and special event notices, partner agreements, and program handbooks.
- Work with Indiana First Tee staff to develop and achieve annual goals.
- Provide oversight to program locations, including performing site visits.
- Maintain, post, and submit accurate records for participants to the Director of Programming.
- Aid in the administration of parent orientations and education.
- Provide a safe environment.
- As appropriate, create and implement off-season and supplemental programs.
- Satisfy equipment needs and maintain the quality of equipment and all instructional areas.
- Manage program-related communications to participants and families.

#### Community Outreach and School Program

- Serve as the liaison with southern Indiana P.E. teachers and/or other school contacts to assure equipment is being used and the program is being implemented.
- Assist in the training of P.E. teachers as needed.

- Monitor and ensure First Tee School Program curriculum is being delivered in partner schools in a consistent manner.
- Assist with various outreach activities including School Skills Challenges.

### **Volunteer Management**

- Recruit, screen, train, schedule, and retain volunteer coaches.
- Develop and manage a volunteer support system for our golf course programming and ensure longevity of volunteers.
- Responsible for the distribution of communications through email to volunteers on a regular basis.
- Aid in the proper onboarding and training of volunteers.
- Aid in the solicitation of companies and social groups that may provide a large number of volunteers to program locations.
- Ensure program locations have adequate amounts of volunteers for golf course sessions.
- Assist Director of Programming in identifying volunteers to become involved in First Tee.
- Coach Program (ACT Training, Level I Trainings, etc.)
- Ensure volunteers, coaches and staff members are up to date with their background checks and SafeSport training.
- Track and manage volunteer information through Salesforce.

### **Miscellaneous Responsibilities:**

- Support with annual fundraisers and other promotional activities as needed.
- Report program operations, coach observation results, and information to the Director of Programming
- Represent First Tee - Indiana to the community and aid in fundraising, marketing, public relations and communication efforts.
- Participate in golf shows, tournaments, and special events as needed.
- Network with other First Tee chapter colleagues and exchange best practice ideas.

### **Preferred Qualifications**

- Adherence to the standards of conduct, values, and involvement established by First Tee - Indiana.
- Bachelor's Degree in the areas of sports administration, education, recreation or related field preferred.
- Demonstrate exceptional communication and organizational skills.
- Charismatic, personable, and motivational in working with youth.
- Able to thrive in a high-achieving, flexible, multi-task oriented environment.
- Able to travel to attend academies, regional and annual meetings and training sessions.
- Position may occasionally involve lifting and carrying 20lbs. of equipment

### **Compensation/Benefits:**

- Full-time, salary
- \$42,000-47,000/year
- Paid health insurance
- Basic life insurance
- 401 k (eligible after 1 year) with 3-4% match

- Paid cell phone monthly plan
- Travel reimbursement
- Company computer
- Paid time off

**Send Resume and Cover Letter to:**

**Mike David**

**mdavid@indianagolf.org**

**Chapter Website:** [www.firstteeindiana.org](http://www.firstteeindiana.org)

Mike David

Executive Director

[mdavid@indianagolf.org](mailto:mdavid@indianagolf.org)