



EMPLOYMENT OPPORTUNITY

Program Director, First Tee - West Virginia

The West Virginia Golf Association is dedicated to promoting and preserving the game of golf in West Virginia. The WVGA serves many aspects of the game of golf in West Virginia. Projects include 20 state championships, The Callaway Junior Tour, The Callaway Junior Tour Rookie League, Senior Series, Amateur Tour, and First Tee - West Virginia.

The position of Program Director, First Tee - West Virginia requires an individual with unwavering integrity, a passion for the game of golf, mentoring children, and the leadership skills to manage coaches and volunteers. Most importantly, the Program Director must work collaboratively as part of a team with the WVGA and its many partners.

POSITION: Program Director, First Tee - West Virginia

REPORTS TO: Executive Director, First Tee – West Virginia

MAIN DUTIES: Supervise Coaches and Program Volunteers. Help Oversee the National School Program. When Tournament Golf Season is in: Administer Callaway Junior Tour Rookie League. Assist at various WVGA Championships and One Day events at the direction of WVGA Executive Director.

SALARY: Salary and incentive bonuses, commensurate with qualifications, education, and experience

BENEFITS: Major medical (Partial reimbursement for employee and family), paid vacation, paid cell phone, clothing allowance, attractive retirement plan managed by Woodmen Life. Use of company vehicle for all organization travel.

TIMING: Immediate Hire

LOCATION: Charleston, WV

PROGRAM DIRECTOR, FIRST TEE - WEST VIRGINIA

Expert golf knowledge is not a prerequisite. The Program Director will provide oversight to the program including but not limited to curriculum development, planning, promoting, and scheduling of instruction in accordance with the First Tee program guidelines. The Program Director is also responsible for the supervision of program operations, coaches, volunteers, course access, and policy implementation of all programs operated by First Tee – West Virginia. Additionally, the Program Director will implement and oversee the Youth Serving programs and opportunities available for young participants, including the First Tee School Program. The primary purpose of these programs is to introduce the First Tee and the game of golf to young people in a way that will inspire an interest and lead to continued participation.

ROLES AND RESPONSIBILITIES

GENERAL

- Promote the First Tee's mission, goals, purpose and program throughout the state of West Virginia
- Oversee eight golf course facilities that deliver the First Tee Program to youth ages 5-18
- Collaborate with our 190+ First Tee School Program Partners statewide
- Network with other Chapter colleagues and exchange best practices
- Manage the day-to-day operations of the Callaway Junior Tour Rookie League events
- Assist with WVGA championships and other tournaments as needed
- Support other WVGA/First Tee – West Virginia initiatives as needed

PROGRAMMING

- Coordinate registration, schedules and lesson plans for golf course programming
- Provide oversight to coaches and program locations, including performing site visits
- Provide a safe environment for participants and maintain the quality of equipment at all golf course program locations
- Conduct Individual Program Overview assessments to ensure quality and consistency across the network
- Maintain volunteer database to include application/registration, interview, background check and Safesport training to ensure locations have adequate amounts of volunteers for golf course sessions

YOUTH SERVING

- Create action plans to increase the number of schools and youth serving organizations that participate while maintaining existing partner relationships
- Distribute and manage program equipment and supplies to program partners
- Organize and facilitate trainings for schools and youth serving organizations
- Collect, enter, and manage participant data through Salesforce
- Travel throughout West Virginia to visit program partners, meeting one on one with teachers, principals and program administrators

MARKETING/PUBLIC RELATIONS

- Develop marketing materials and represent First Tee - West Virginia/WVGA at community events, meetings, and conferences to promote chapter programming opportunities and events
- Support annual fundraisers and other promotional activities as needed
- Create and execute annual Social Media calendar to maintain year-round social media presence
- Update and maintain all information on the First Tee - West Virginia chapter website

Send Resume and Cover Letter to:
First Tee – West Virginia Executive Director, Jeff Preast
Email: Jpreast@wvga.org