



Job Description: Program Director

Reports To: Executive Director

Classification: Full time, Exempt

Supervises: FTCF Program Coordinator, Coaches and Volunteers

Salary Range: \$55,000 - \$60,000

Submit Resumes to: Admin@firstteecfl.org

First Tee-Central Florida 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-Central Florida 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-Central Florida 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, practice facilities, schools and neighborhood and community centers in four Central Florida counties.

Position Summary

The Program Director (PD), reporting to the Executive Director, will provide leadership, oversight and direction to the chapter's coaching team to fulfill the organization's mission in the Central Florida 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 Executive Director, 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-Central Florida. In accordance with the standards set by First Tee and the Executive Director, the Program Director will ensure that the Program Coordinator, Coaches, Volunteers, Partners, events, data reporting, policies, procedures, and *Safe Sports* safety protocols meet First Tee and First Tee - Central Florida standards.

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

Key Criteria for success of the role include:

- Lead the First Tee-Central Florida coaching team to ensure program effectiveness through evaluation of quantitative and qualitative analytics.
- Expand and scale First Tee-Central Florida's programming to increase diverse participation to reach underserved and underrepresented in high priority communities.
- Uphold the importance of youth safety and fulfill safety protocols including Safesport compliance.

- Enjoy coaching kids, and developing coaches and volunteers in a fun, safe environment.
- Display and model the values of First Tee – Central Florida including the desire for continuous professional and personal development.

Essential Duties and Responsibilities:

Leadership and Management:

- Provide supervision, coaching and development opportunities to direct report staff.
- Hire, train, and provide ongoing feedback, to direct reports that includes annual evaluations, discipline, and when necessary, dismissal of underperforming employees.
- Evaluate and update job descriptions as needed.
- Meet with Executive Director on a weekly basis to review and ensure strategic goals are on track and identify opportunities or roadblocks to meeting goals.
- Collaborate with the Executive Director to sustain, promote, budget, and grow programs and services.

Programming:

- Manage Partner Agreements and relationships with all program locations including regular communication and site visits.
- Ensure high quality program delivery, providing oversight, evaluations and instruction to the Program Coordinator (PC), Lead Coaches and Coaches of First Tee-Central Florida programs.
- Oversee all First Tee-Central Florida on-course and community programs prioritizing diversity, retention, and advancement at all locations and maximizing the number of certifying participants.
- Recruit and organize community partners within service area, with a particular focus on the partners surrounding chapter facilities/program locations to ensure the increased participation of underprivileged, underserved, and minority youth.
- Organize and manage volunteer recruitment, training, onboarding, development and ongoing Safe Sport compliance.

Administrative:

- Manage all Salesforce database records working with Program Coordinator. This includes but is not limited to: tracking, certifying and documenting participant numbers and demographic information, providing reports for Executive Director and Board on a monthly basis or as needed.
- Communicate and orient parents/participants via website, email, social media and phone calls.
- Work cohesively with Program Coordinator to schedule programs and post online enrollment information and requirements 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 weekly photos, videos and descriptions of programs for posting on the chapter's social media accounts.
- Uphold and ensure all background checks, SafeSport Child Safety training and required training of the FTCF Coaching team, as set forth by First Tee HQ, are met and documented.

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.
- First Tee Coach experience is preferred.
- Demonstrate exceptional communication, fiscal management and managerial skills.
- Experience in supervising program staff and volunteers to ensure they meet organization production standards.
- Displays and models charismatic, personable, and motivational behaviors while working with youth, coaches 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 and enthusiasm for golf and prior direct experience with youth development programming preferred.
- Excellent, transparent, and inclusive communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others equitably and with respect.
- Well-organized and energetic, lead-by-example doer, committed to personal excellence.
- Knowledgeable professional but also an avid and enthusiastic learner willing to ask questions and pursue professional development for self as well as staff and volunteers, fostering an active culture of philanthropic service and teamwork.
- Support organization's mission with a sensitivity of cultural diversity and workplace harmony.
- Ability to pass and maintain in good standing Safe Sport background check.
- Have a valid driver license, a reliable vehicle, and appropriate automobile insurance.

Working Conditions

- Ability to travel to and work in FTCF's various locations (Orange, Osceola, Seminole and Lake counties).
- Ability to work the hours necessary to complete the work and meet program needs including evenings, weekends and holidays when necessary.
- Ability to work both indoors and outdoors.
- Ability to lift up to 25 lbs.

Benefits

- Up to \$400 per month toward Health Insurance Premium
- \$90 per month cell phone stipend
- Mileage reimbursement at the IRS published rate when your vehicle is used for FTCF business.
- Paid Holidays and Paid Time Off, two weeks in the first year

Disclaimer This job offer is contingent upon successfully completing a background check.

Critical features of this job have been described in the narrative as essential functions; it does not restrict or prescribe the tasks that may be assigned. They may be subject to change at any time by the Executive Director due to reasonable accommodation or other reasons.

Equal Employment Opportunity Statement:

First Tee – Central Florida 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.