



TITLE: Program Operations Manager
REPORTS TO: Director of Programming
DIRECT REPORTS: None
JOB CLASSIFICATION: Exempt, Full Time Salary

ESSENTIAL FUNCTIONS

Programming

- Responsible for recruitment, hiring, and onboarding of volunteers and paid coaches
- Manage all aspects of volunteer and coach work schedules
- Monitor and manage volunteer and coach compliance with SafeSport requirements
- Assist in developing, updating, and implementing program practices, policies, and procedures
- Communicate class schedules and changes to parents, coaches, volunteers, and program locations
- Assist parents and coaches seeking assistance with registration issues and account help, or general questions about the First Tee Program
- Assist Director of Programming with development of program schedules
- Become proficient in the First Tee Coach Program and coach when needed

Administration

- Become proficient with all chapter technology platforms
- Assist Director of Business Operations with payroll processing
- Organize and submit volunteer and coach data in accordance with compliance requirements
- Ensures all families receive proper registration and confirmation notices
- Assist with providing content for chapter marketing initiatives
- Assist Director of Programming with volunteer and coach performance reviews

Fundraising

- Assist with execution of fundraising events as needed
- Serves as an advocate and role model for First Tee – North Florida in the community
- Provide leads/introductions of community leaders to the Executive Director for strategic relationships

EDUCATION AND EXPERIENCE REQUIRED

Qualification Requirements

- Bachelor's degree or higher (preferred)
- Experience with Salesforce and Paychex (preferred)
- Work experience as a team leader or supervisor (preferred)
- Flexible work schedule
- Valid driver's license with no restrictions
- Ability to pass a NCIS background check

Please click [here](#) to apply.