



JOB DESCRIPTION

Position Title	Department	Reports to
Program Director	First Tee	Director of Golf
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	March 2024

POSITION SUMMARY

The Program Director provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with the First Tee Life Skills and Golf Experience. The Program Director is also responsible for the supervision of daily program operations, course access, policy implementation and safety of all junior golf programs operated by the Chi Chi Rodriguez Youth Foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Programming Duties and Responsibilities:

- Proficient in the delivery of the First Tee Curriculum
- Manage and lead all First Tee programs including the Chi Chi Rodriguez Academy and after-school curriculums
- Active in the First Tee Coach program aspiring to become a recognized First Tee Coach and Chapter Trainer
- Develop a relationship with the First Tee HQ, and other chapter representatives/employees within the network
- Create and distribute Lesson Plans for all programming levels and League Play classes; make the game fun for youth participants
- Recruit & supervise additional coaches and program volunteers on an as needed basis
- Develop, maintain, and conduct Coach Training sessions for all coaches and volunteers monthly
- Conduct: Coach Observations, Parent Meetings & other chapter communications as necessary
- Encourage and assist qualified youth to participate in golf tournaments, HQ opportunities and local chapter events
- Assist with the development of new procedures and programs to improve student retention including recognition and longevity awards
- Monitor the quality of equipment and inform the Director of Golf of equipment needs
- Maintain and organize all equipment storage areas
- Maintain accurate participant class attendance records
- Maintain consistent and regular attendance
- Provide a safe environment in all areas
- Demonstrate exceptional communication, fiscal management, and managerial skills
- Adhere to the standards of the First Tee Code of Conduct

- Maintain a professional and cordial attitude towards co-workers, volunteers, participants, and their parents
- Be charismatic, personable, and motivational in working with youth
- Be available to attend regional and annual meetings and training sessions
- Performing other duties as assigned

Development and Community Outreach:

- Assist the organization in representing the Chapter to the community and aid in fundraising, marketing, public relations & communication efforts
- Network with other Chapter colleagues and exchange best practice ideas
- Update First Tee – Clearwater website on a regular basis
- Develop partnerships with other youth serving agencies
- Develop transition opportunities for outreach programs

General Responsibilities:

- Respond to requests for data in accordance with the policies of the First Tee
- Develop a volunteer management system to ensure sufficient adult mentors and quality programming; including recruitment, training, recognition, and retention plans
- Assist in the adherence to the operating budget

Administration duties:

- Handle inquiries regarding participants, volunteers, potential donors and parents in a polite and courteous manner
- Proficient in the use and management of Salesforce
- Create flyers and notices to participants and parents regarding schedule changes, special events and related routine communication
- Assist in the creation of promotional brochures to increase awareness of the facility
- Performing other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Experience in youth development
- Completed Phase II or higher in the First Tee Coach Program preferred
- Active as a PGA or LPGA golf professional or apprentice preferred
- Bachelor's Degree in sports administration, education, recreation, or work experience in a related field preferred
- Bilingual fluency in English and Spanish is desirable
- Possess an appropriate Driver License with a driving record acceptable to the Foundation
- Level 2 Pinellas County Schools Background Check as well as Safesport Trained (provided)

Please submit resumes to James Poulter at james@chichi.org

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____

The Chi Chi Rodriguez Youth Foundation is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Updated March 2024