



POSITION TITLE: General Manager

Our Mission

Deliver a targeted curriculum of golf and character development, life skills, academic support, higher education, mentorship, and career development.

Our Vision

First Tee – Monterey County is dedicated to providing youth of all backgrounds an opportunity for a brighter future. First Tee – Monterey County enables kids to build the strength of characters that empowers them through a lifetime of new challenges.

Position Summary

The General Manager provides leadership to the day-to-day operations of First Tee – Monterey County and Twin Creeks Golf Course, including programming, budget, staffing, program development, planning, scheduling, facility utilization, policy implementation, and safety.

Programming Responsibilities

Under the direct supervision of the C.E.O.

- Ensures that all participants can enjoy the benefits extended to them through First Tee – Monterey County and other youth development partner organizations.
- Communicates effectively and timely with the CEO.
- Assists in fundraising and developing revenues necessary to support First Tee – Monterey County's mission.
- Creates and submits the annual budget and monthly financial statements which accurately reflect the financial condition of the program.
- Ensures maximum resource utilization and maintenance of the program for a positive financial position.
- Provides leadership and directives for implementation of the First Tee – Monterey County programs that carry out the mission to provide golf and life skills for the youth of Monterey County.
- Assists in the development of a strategic plan with the C.E.O. to ensure that First Tee – Monterey County can successfully fulfill its mission into the future.
- Enhances First Tee – Monterey County's image of being active and visible in the community by working closely with other local organizations.
- Oversees the development of training materials.
- Ensures the implementation of the approved curriculum.
- Solicits equipment donations and negotiates vendor discounts.
- Creates programs for hearing impaired, physically challenged, developmentally challenged, etc.
- Oversees the development of programs and implements First Tee curriculum as outlined in First Tee guidelines.

- Oversees the coordination of registration, schedules, transportation, and lesson plans for clinics, workshops, and programs with other youth services, organizations, and schools.
- Oversees participant data and progress, and relays accurate information used for grants submitted by the Development Department.
- Oversees the development of a retention plan to move participants through the certification levels.
- Ensures that all participants can enjoy the benefits extended to them through First Tee - Monterey County and other youth development partner organizations.
- Ensure high-quality, impactful programs by:
 - Managing coach-to-student ratios to guarantee they align with First Tee - Monterey County's philosophy.
 - Continuously strive to improve coaching quality standards.
 - Review Coach Observation Forms, Daily Attendance Form and Good, Better How feedback.
 - Ensure Program Coordinators maintain and update all participant information, including attendance and progress.
 - Conducting regularly scheduled recognition/awards events for participants.
- Promotes, conducts, and oversees progression for all participants and relays information to parents, guardians, and participants.
- Supports and enhances areas of First Tee - Monterey County's Tournament Club including scheduling, assigning responsibilities, and youth engagement.
- Assists in the creation and proofreading of fliers and notices to participants and parents regarding schedule changes, special events, and related routine communication and promotional brochures to increase awareness of the program and ensure accuracy, completeness, compliance with policies, and correct English usage, including grammar, punctuation, and spelling.
- Provides factual information regarding inquiries about Future Citizens Foundation, including First Tee - Monterey County, Pay It Forward Scholarship and Mentoring program, The Center For Learning, The PURE Insurance Championship, The AT&T Pebble Beach Pro-Am, as well as First Tee Headquarter programs and participant opportunities.
- Performs the duties and responsibilities of a Golf and Life Skills Coach.
- Operate standard and specialized office equipment.

Leadership Duties and Responsibilities

- Directs and manages the Program Directors, Campus Coordinators and ensures all Golf and Life Skills Coaches, Center for Learning staff, interns, and volunteers are properly supervised and managed.
- Ensures seamless integration of programming and facility use.
- Oversees successful and functioning chapter committees including staff committees and Go-To Teams, Parent Advisory Committee and Youth Advisory Committee
- Oversees volunteer resources department, ensure all volunteers' information and attendance records are accurately recorded, regular volunteer training sessions and appreciation events are scheduled.
- Oversees Research and Evaluation Department, ensure all participants' information and records are accurately recorded and reported.
- Overall responsibility for providing up-to-date and accurate information to C.E.O for; registration, attendance, certification results, program schedules, transportation, special events, curriculum delivery.

- Provides a safe environment for participants, customers, and staff.

Other Responsibilities

- Promote First Tee's mission by modeling First Tee values and life skills adherence to First Tee Code of Conduct.
- Follows all of First Tee – Monterey County's policies and procedures.
- Leads First Tee – Monterey County in a manner that supports and guides the program's mission as defined by the CEO and board of directors.
- Oversee activities during non-programming weeks.
- Able to travel to attend Regional and Annual Meetings and training sessions.
- Receive and screen First Tee – Monterey County visitors and telephone calls and take messages and reports.
- Other duties as assigned.

Qualifications:

- Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California.
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation or related field.
- Demonstrate exceptional communication, fiscal management, and managerial skills.
- Experience in identifying and managing instructional staff and volunteers.

Preferred Experience

- Min. five years' experience in a youth development organization and/or as a credentialed school educator.
- At least two years' experience as a recognized First Tee Coach.
- Proven track record in managing, directing, and developing staff members.

Other Qualifications

- Successfully pass criminal background checks through the California Department of Justice and FBI.
- Possess an appropriate California Driver License with a driving record acceptable to the Future Citizens Foundation.
- Be insurable by First Tee – Monterey County standards.
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work from the Immigration and Naturalization Service.
- Bilingual fluency in English and Spanish is desirable.

Physical Requirements:

Position requires standing, walking, crawling, and sitting. Position involves use of a keyboard involving repetitive motions with fingers, and the use of a telephone and face-to-face communications that require accurate perception of speech as well as talking and hearing. Position requires the use of tools or controls. The employee is occasionally required to sit for prolonged periods. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. The noise level in the work environment is usually moderate.

A Successful Candidate will:

- A successful candidate will have an entrepreneurial mindset.
- Be comfortable leading a diverse staff.
- Always maintain a professional demeanor.
- Enjoy engaging with participants, their families, community partners, and other stakeholders.
- Serve as a thought partner to advance the mission of First Tee – Monterey County.
- Utilize personal and organizational feedback to enhance programs and operations.

To Apply

Please send your resume and cover letter to HR Director, **cherrera@fcf-ca.org**

Department: Programming

Supervised by: C.E.O

Direct Reports: Program Directors

FLSA Status: Full-Time, Exempt

Annual Salary: \$85k - \$105k

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The incumbent must have the abilities or aptitudes to perform each essential function proficiently with or without reasonable accommodation. FCF is a dynamic work environment where positions evolve and change. Therefore, FCF reserves the rights to modify, delete, or add job duties, responsibilities, and skills that are stated in this job description at any time.

First Tee – Monterey County is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal/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.