



## **Volunteer Coordinator (Full Time and Exempt)**

### **Chapter Overview**

First Tee – Phoenix, founded in 2003, 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 – Phoenix 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, elementary schools, and youth centers in the community.

### **Mission Statement**

To provide opportunities for all youth to achieve success in every aspect of life, through the game of golf.

### **Job Summary**

The Volunteer Coordinator is responsible for managing a robust volunteer program.

*Key criteria for success in position:*

- Partner – can successfully listen to understand needs of others to build strong partnerships and relationships
- Organized – understands and can facilitate multiple moving parts to meet goals
- Charismatic – a fearless willingness to meet and engage with anyone

### **Responsibilities**

Below is not intended to be an exhaustive list but a general overview of the core functions.

- Volunteer Program
  - Create a welcoming and inclusive environment for all programmatic volunteers
  - Represent chapter at community, fundraising, marketing and PR events
  - Resourcefully recruit and retain active and passionate volunteers that reflect the diversity of the youth population of the Greater Phoenix community
  - Ensure volunteers meet all safety requirements
  - Effectively steward volunteers to support consistency and longevity
  - Collaborate with the programming team to coordinate a robust schedule of volunteer and coach trainings, including First Tee and other training opportunities
  - Ability to travel to offsite visits and meetings

- Management/administration
  - Ensure all reporting is timely and complete
  - Meet budget goals
  - Maintain all required paperwork, online and otherwise
  - Actively maintain records in SalesForce
- Member of First Tee – Phoenix team
  - Collaborate with FT team to ensure adequate volunteers at events, clinics, tournaments, fundraisers, classes, etc.
  - Attend First Tee coach trainings
  - Participate in tournaments and special events
  - Other duties as assigned

#### **Qualifications/demonstrated ability to**

- Open doors/cold call successfully
- Build strong relationships
- Create and implement programs independently, self starter
- Valid driver's license, good driving record, and meet State required automobile insurance minimums
- Bilingual (Spanish/English) preferred

#### **Salary range and job type**

- Full time with flexibility to work evenings and weekends as needed
- Annual salary based on experience starting at \$50,000
- Paid holidays and paid time off
- Reimbursement of business-related mileage
- Paid health insurance
- Retirement plan

#### **How to apply**

Send your resume and a cover letter detailing your experience related to the responsibilities and qualifications to [jobs@firstteephoenix.org](mailto:jobs@firstteephoenix.org). NOTE: All final candidates must pass background check and complete SafeSport training.

#### **Equal Employment Opportunity Statement**

First Tee – Phoenix is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws related 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.