



1508 Bay Street
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www.firstteegoldenisles.org

First Tee – Golden Isles 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 – Golden Isles 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, schools and youth centers throughout Glynn, Camden, and McIntosh counties.

Position:	Program Coordinator
Employment Status:	Full Time
Salary Range:	\$15-\$20 per hour (commensurate with qualifications/years of experience)
Position Available:	Immediately
Requirements:	<ul style="list-style-type: none"> • Experience coaching/teaching youth • Charismatic, personable, and motivated to work with youth and volunteers. • Golf Knowledge • Excellent communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others with respect. • Well-organized and energetic • Strong written and verbal communication skills
Preferred Qualifications:	<ul style="list-style-type: none"> • College Degree specializing in sport management, PGM, education, recreation, or a related field. • Active in PGA or LPGA. • Proficient with computers, Microsoft Office, Google Workspace, and Canva
Traits:	<ul style="list-style-type: none"> • Multi-tasking. • Strong organizational skills. • Attention to detail. • Self-motivated, energetic, and a positive attitude. • Strives for continuous improvement.
Benefits:	<ul style="list-style-type: none"> • Competitive Salary • Flexible schedule • Family oriented environment • Mileage Reimbursement (IRS based) • MSR Credits through The First Tee • Employee discounts on First Tee – Golden Isles vendors
Descriptions/ Responsibilities	<ul style="list-style-type: none"> • See attached
Email Resumes to:	Tammy Palmer, Executive Director: tammy@firstteegi.org

The Program Coordinator assists the Program Director in executing all aspects of First Tee – Golden Isles programming including curriculum development, coaching, planning, promoting, and scheduling of programs within the guidelines of First Tee. The Program Coordinator is responsible for assisting in the supervision of daily program operations, course access, fiscal program management, policy implementation and the safety of all programs.

Reports to:	All directors
Supervises:	All who are involved with the delivery of programs, including coaches, volunteers, and interns.

Roles and Responsibilities

Coaching:

- Complete and remain active in The First Tee Coach Program.
- Assists in the development of lesson plans and delivers First Tee Golf & Life Skills Experience.
- Assists in implementing Core, Community, and School Programming
- Provide a safe environment (certified in CPR and sports first aid, if possible).
- Make the game and experience fun for participants.

Scheduling:

- Coordinate registration, schedules, and lesson plans for programming and other events
- Assists in maximizing annual calendar of programming.
- Identify community-based events and promote youth opportunities

Management/Administration:

- Track participants' information and progress through First Tee online participant database, Sales Force; maintain accurate records and update at a minimum, monthly.
- Satisfy equipment needs and assist in the development/selection of training aides and materials. Manage equipment inventory through Asset Tiger. Must have the ability to lift heavy equipment.

Communications

- Communicate with parents/participants/volunteers.
- Network with other Chapter colleagues and exchange best practice ideas.

Volunteers & Coaches:

- Assist in maintaining a volunteer management system to ensure sufficient adult mentors and quality of programming, including recruitment, training, recognition, and retention plans.

Fundraising/ Donation Management

- Assist Engagement & Development Director in:
 - Facilitating Events
 - Merchandise management.
 - Communicating with donors and receiving in kind or monetary donations