



**Program Director**  
**First Tee – West Texas**  
**Midland, TX**

### **Chapter Overview**

First Tee – West Texas was formed in 2018 by a group of caring individuals who firmly believe in the value of our youth. Our 501(c)(3) organization seeks to provide children of all backgrounds an opportunity to learn that the skills essential to success on a golf course can help them flourish in life.

We currently host programs at the First Tee “Billy National” golf course in Midland and Ratliff Ranch Golf Links in Odessa. Besides these "on course" facilities we also offer instruction through local schools and other organizations. We offer golf and life skills programs for youth ages 7 to 18. These fun programs are an opportunity to learn that the lessons of golf are the lessons of life.

### **Mission Statement**

To impact the lives of young people by providing learning facilities and educational programs that promote character development and life enhancing values through the game of golf.

### **Reports to**

The Program Director reports to the Executive Director.

### **Supervises**

The Program Director supervises all coaches, program volunteers, and site coordinators.

### **Employment Status**

Full time, Exempt

### **Job Summary**

The Program Director provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with the First Tee Program. The Program Director also is responsible for the supervision of daily program operations, course access, facility and fiscal management, policy implementation and safety of all programs operated by First Tee – West Texas.

## **Roles and Responsibilities**

### Coaching:

- Complete and remain active in First Tee Coaching Program
- Develop and implement First Tee, LPGA/USGA Girls Golf and other programs according to the First Tee curriculum and guidelines.
- Coach First Tee programs and administer First Tee badge process.
- Make the game and experience fun for participants.
- Provide a safe environment

### Program Scheduling:

- Coordinate registration, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools
- Create and implement off-season and supplemental programs.
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials.

### Management/ Administration:

- Track participants' information and progress through First Tee online participant database; maintain accurate records and submit quarterly
- Develop retention and progression plan.
- Develop, implement, and update program policies and procedures.
- Assist in developing and adhering to the Program & Operating budget
- Report program metrics, operations data, and pertinent program data to the Executive Director and Board
- Attend meetings and advise Program Committee
- Provide recognition and awards for participants and assist with other opportunities such as scholarships as necessary.

### Volunteers:

- Develop a volunteer management system to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans.
- Develop written roles and responsibilities for volunteer positions
- Involve volunteers and golf professionals in the delivery of programs
- Recruit and train program staff to assist with and lead classes

### Parents:

- Lead parent orientation programs
- Communicate with parents/participants.
- Provide opportunities to engage parents in their child's learning.
- Provide opportunities for participant family members to learn the game of golf

### Community/ Network Outreach:

- Represent the Chapter to the community and aid in fundraising, marketing, public relations, and communication efforts.
- Participate in community events, and school interview days as necessary.
- Assist in the creation of promotional brochures to increase awareness of the programs and facility.
- Network with other Chapter colleagues and exchange best practice ideas.
- Develop partnerships with YMCA, Boys & Girls Clubs, Schools, and other unique organizations.
- Develop relationships with local PE teachers and schools.

Program Affiliates:

- Identify and recruit strategic program affiliate sites/locations within Chapter service area
- Create and maintain relationships with program affiliate partners
- Assess, operate and maintain high quality programs and operations at each site.
- Effectively utilize access to golf course and practice areas

**Preferred Qualifications**

- Bachelor's Degree in sports administration, business management, education, recreation, or related field
- PGA of America Golf Professional preferred but not required.
- Experience or knowledge of First Tee curriculum.
- Demonstrate exceptional communication, fiscal management, and managerial skills.
- Adhere to the First Tee core values.
- Experience in identifying and managing program staff and volunteers.
- Knowledge of software and other applications including CRM (Salesforce) preferred.
- Charismatic, personable, and motivational in working with youth and volunteers.
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings

**Compensation**

- Competitive salary
- Health Insurance and Retirement plan
- Golf access to First Tee "Billy National" Golf Course

TO APPLY – Please send cover letter and resume to Shelly Martinez at [shellym@firstteewesttx.org](mailto:shellym@firstteewesttx.org)