



School Program Coordinator
(10 Month, .75FTE and Hourly Non-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 School Program Coordinator is responsible for managing and executing a robust First Tee School Program.

Key criteria for success in position:

- Partner – can successfully listen to understand needs of others to build strong partnerships and relationships
- Advocate – believes in the First Tee – Phoenix goal of reaching underserved/ underinvested populations and will act creatively about achieving our Diversity, Equity & Inclusion (DEI) goals
- Charismatic – a fearless willingness to meet and engage with anyone

Commitment

Be a model of one becoming a Game Changer by practicing the life skills we promote called the 5 Key Commitments

- Pursue Goals
- Grow through Challenge
- Collaborate with Others
- Have Positive Self-Identity
- Use Good Judgement

Responsibilities

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

- School Program
 - Be out-and-about actively visiting and recruiting schools and districts

- Communicate and show appreciation to all participating locations
- Creatively steward and provide support to engaged schools and districts
- Recruit and train necessary volunteers, coaches, program staff to implement program
- Create meaningful and effective pathways for students to move from the school program to the on course member program
- Support Dream Day activities in support of schools
- Work with First Tee Headquarters to understand and provide feedback about the program
- Management/administration
 - Ensure all grant reporting is timely and complete
 - Meet budget goals
 - Maintain all required paperwork, online and otherwise
 - Participate in fundraising activities as appropriate to reach goals
 - Other duties as needed

Qualifications/demonstrated ability to

- Open doors/cold call successfully
- Build strong relationships/partnerships
- Create and implement programs independently
- Ability to understand a school environment and provide training on curriculum
- Salesforce experience preferred
- Microsoft Office Suite experience
- Bi-lingual a plus
- Demonstrated knowledge of golf
- Valid driver’s license, good driving record, and meet company required automobile insurance minimums

Seniority and reporting

School Program Coordinator reports to the Director of Programming.

Salary range and job type

- Part-time flexible, Phoenix based position
- Hybrid position – work from home, office and meeting with partners based on schedule
- 10-months (August – May or school year)
- 20-28 hours per week
- Hourly rate based on experience starting at \$26/hour
- Accumulate sick time and vacation time
- Reimbursement of business-related mileage

How to apply

Send your resume and a cover letter detailing your experience related to the responsibilities and qualifications to jobs@firsttee phoenix.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.