



**POSITION TITLE:** **Director of Programming & Operations, North Region**

**PROGRAM SITE(s):** Primary facilities: Waveland Youth Facility and Youth Campus at the Evan’s Course (Canal Shores), Secondary sites: Countryside, Renwood, Buffalo Grove, with travel to other First Tee sites as needed

**ACCOUNTABLE TO:** VP Director of Programming & Operations

**CLASSIFICATION:** Salaried/Full-Time

**COMPENSATION:** Commensurate with experience

**BENEFITS:** Includes dental, medical, vision, 401K, vehicle mileage reimbursement, and a monthly cell phone allowance

**About First Tee – Greater Chicago:**

First Tee – Greater Chicago, a 501 (c) 3 organization, is dedicated to impacting the lives of young people in the Chicagoland area by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf. Founded in 2000, First Tee – Greater Chicago reaches young people through its core program, the Life Skills Experience, as well as outreach to the broader community through its school and community-based programs. For more information: [www.firstteegreaterchicago.org](http://www.firstteegreaterchicago.org).

**Job Summary:**

The Director of Programming & Operations (D of P&O), North Region, is responsible for program leadership and operational oversight of facilities, people, and program sites in the North Region of First Tee - Greater Chicago’s (FTGC) coverage area. They are primarily responsible for ensuring FTGC’s vision, mission, and goals are executed efficiently and effectively within the North Region. Including but not limited to: relationship management, liaising with key stakeholders/leaders, curriculum development/roll out, training, planning, promoting and scheduling instruction in accordance with The First Tee educational programs. The D of P&O, North Region, is also responsible for the supervision of daily program operations, course access, facility and fiscal management, policy implementation and risk management for all programs operated by The First Tee of Greater Chicago in the region.

The D of P&O, North Region, is a critical member of the overall FTGC team and culture. There is an expectation of consistent, relevant communication with the CEO and appropriate staff, as well as a commitment to a culture of transparency. This position will be based out of First Tee’s Youth Facility at Sydney Marovitz Golf Course with requirements to travel to and from First Tee’s various locations as needed, notably the Evans Course at Canal Shores, which is currently an outdoor-only facility.

Specific to this position are several driving goals that will help the organization to achieve sustained long-term growth:

- Serve in a leadership and oversight capacity for two main “hub” facilities
  - Waveland Youth Facility, opened mid-2022 with 2 years of programming experienced
    - Outdoor specific – Spring/Fall after school programming, 5-6 weeks Summer camp; Spring/Summer/Fall Saturday morning programming
    - Indoor specific – year-round simulator programming
  - The Evans Course at Canal Shores, opening Spring 2025 with a goal to replicate Waveland outdoor (see above) program model
- Help the organization to grow and retain participants across all program sites in the North Region, with a special emphasis on achieving a full program schedule at the Evans Course at Canal Shores
- Strengthen programming at satellite sites (e.g. Renwood, Buffalo Grove, Countryside)
- Develop a long-term staffing plan to effectively deliver First Tee programming in the region

### **Roles and Responsibilities:**

#### **Regional oversight of staff, coaches, and volunteers:**

- Oversee the administration of The First Tee Life Skills Education, School Program, and Community Outreach Program in the North Region
- Recruit, train, and retain quality First Tee coaches at regional program sites, ensure compliance with Background Check and Safe Sport requirements
- Collaborate with the Volunteer Manager to place and train volunteers and junior coaches at each regional site, including recruitment, training, recognition, and retention plans
- Ensure all regional coaches have the training aids, curriculum, and equipment needed to deliver safe, fun, and effective programming

#### **Program Administration:**

- Ensure efficient and effective practices are in place for registration, schedules, transportation and lesson plans for clinics, trainings, and programs with other youth services organizations and schools in the region
- Ensure effective cultivation and growth of community partnerships with Youth Development organizations such as: Park Districts, YMCA, Boys & Girls Clubs, and schools
- Collaborate with the Director of Instruction and other program team members to develop curriculum to be delivered with consistency across all program sites
- Maintain proficiency in the First Tee curriculum and philosophy through continuous learning, training, and sharing of best practices with peers
- Create and implement off-season and supplemental programs in partnership with other program team members, ensure their effective implementation of said programs
- Ensure quality control at all instructional areas in the region
- Ensure a safe, fun, and welcoming learning environment for all stakeholders involved in our work
- Ensure that the regional team has standard processes and procedures in place to communicate with parents regularly relative to program scheduling, weather and cancellations, participant progress and opportunities

#### **Manage Regional Program Locations & Facilities:**

- Create and maintain relationships with program location partners, notably KemperSports, Troon, and The Western Golf Association/Evans Scholars Foundation

- Assess, operate and maintain high quality programs and operations at Waveland, the Evans Course and satellite sites
- Effectively utilize access to golf course(s) and practice areas providing regular opportunities for on course play
- Ensure regional program content is regularly updated on website and social media outlets and at program site locations

### **Management/Administration:**

- Serve on the FTGC leadership team, providing input on organizational goals and strategic plans
- Manage 1-2 full-time employees at both Waveland and Evans Course
- Roles could include Lead Coach(s) and/or community outreach
- Oversight of 20-30 seasonal coaches at both Waveland and Evans Course
  - Waveland 'talent pipeline' established, Evans Course to be developed
- Communicate with and submit documentation as required to First Tee HQ
- Represent FTGC to the community and aid in fundraising, marketing, public relations and communication efforts as needed (including but not limited to golf shows, tournaments, events, etc.)
- Ensure accurate records are maintained in Salesforce and submit reports as needed for leadership, board, stakeholders, foundations, etc. - e.g. program metrics, operations data, etc.
- Work with FTGC leadership to develop program goals and budget and monitor adherence to them
- Collaborate with other team members to provide input into annual calendar
- Other duties as assigned by Chief Executive Officer

### **Preferred Qualifications**

- Bachelor's Degree in sports administration, business management, education, recreation or related field
- Certified First Tee Coach preferred
- PGA of America or LPGA teaching professional preferred
- Demonstrate exceptional communication, fiscal management, and managerial skills
- Experience in hiring, recruitment, and managing program staff and volunteers
- Charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to attend Academies, Coach Trainings, Program locations, and Network Meetings
- Ability to travel as needed, both regionally and occasionally out of state
- Must pass an annual background check and SafeSport training

Please send resume and cover letter to Jill Sylvester, [Jsylvester@thefirstteegreaterchicago.org](mailto:Jsylvester@thefirstteegreaterchicago.org), by October 1, 2024.