



Position

Program Director, Operations, First Tee – Upstate South Carolina

Organization

First Tee – Upstate South Carolina creates experiences that build character and 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 – Upstate South Carolina 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 the Upstate of South Carolina.

Position Summary

The Program Director, Operations (PDO) is accountable for the safe, efficient, and effective delivery of the First Tee Program consistent with its vision, mission, and objectives and provides administrative support to the Executive Director and the overall organization. The PDO is responsible for ensuring that the operational objectives of the program are achieved through the implementation of effective strategies, practices and programs focused on improving the participant and stakeholder experience. The incumbent provides leadership in delivering operational and program objectives in a cost-effective manner on a consistent basis in line with First Tee values. Hours will be split between programming and administrative work. The PDO also handles a wide range of administrative and executive support related tasks.

The PDO will represent the chapter to their community. S/he will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community.

Programming Roles and Responsibilities

- Lead our LPGA/USGA Girls Golf Program to help retain and grow our girls golf participation throughout the chapter
- Learn the Life Skills Experience curriculum to build a comprehensive understanding and participate in First Tee Coach training opportunities
- Lead Coach First Tee Classes at various locations with kids and teens 1-2 days/week
 - Provide a safe and fun environment for all students and volunteer coaches

- Deliver a high-quality experience that ensures a positive and productive learning environment
- Maintain the quality of the equipment and all instructional areas
- Assist the Senior Program Director and help grow our Annual School Program Team Challenges
- Aid in the implementation of coach trainings
- Aid in the development of a retention plan to keep participants coming back session after session, year after year
- Assist the Senior Program Director in the administration of Player Development Opportunities (Op36, PGA Junior League, PGA Family Golf, etc.)
- Assist Senior Program Director to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans of volunteers
 - The PDO will lead the onboarding of adult mentors including volunteers and will manage the tracking of Background Checks & SafeSport compliance.
 - Recruit and communicate with volunteers on upcoming events
- Work with the Senior Program Director to assist in developing, implementing, and updating program policies and procedures
- Assist in developing and adhering to the program & operating budget

Operations/Development Roles and Responsibilities

- Coordinate registration, schedules and lesson plans for clinics and programs with other youth serving organizations and schools
 - Salesforce (First Tee Online Participant Database) Workload:
 - Setting up classes and events
 - Lead the tracking of participants' information and progress through First Tee programming
 - Maintain accurate records and report monthly registration reports to our accountant
 - Managing financial aid requests
- Staff Liaison for our Young Professionals Council
 - Help to plan monthly events/socials for the members
 - Help to plan The "Up-Low" Cup, a Ryder Cup style event played against the Young Advisory Council from First Tee – Greater Charleston
- Assist in the development of marketing and promotional materials (Canva)
- Aid in communication efforts (MailChimp & Social Media) to all chapter stakeholders
- Lead the upkeep of our First Tee – Upstate South Carolina website including Programming and Event pages
- Contribute to the development and implementation of new ideas to meet goals
- Complete other duties and projects as assigned

Preferred Qualifications

- Bachelor's Degree, preferably in the areas of sports management, business administration, education, recreation, or related field.
- Preferred youth coach/counselor or PGA or LPGA professional experience

- Computer skills and familiarity with Google Workplace, Excel, Word, PowerPoint and Canva
- Demonstrates exceptional communication skills
- Able to travel in order to attend training sessions and meetings
- Ability to lift 30 lbs. and perform physical activities which are common with event management
- Ability to work occasional evening and weekend hours, flexible schedule when these obligations are necessary

Additional Details

- Duties, responsibilities and activities may change and new ones may be assigned at any time with or without notice
- Network with other Chapter colleagues and exchange best practice ideas
- Hiring will be subject to completion of successful background check and SafeSport Training

To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume and three references to mpius@firstteeupstate.org.

Closing date for this position is 09/27/2024. First Tee – Upstate South Carolina has the right to accelerate or extend the closing date of this position at any time.

Salary Range and Job Type

- Exempt
- Set Compensation \$60,000
- Health, Dental and Vision Insurance
- 10 Paid Vacation Days plus Major Holidays Off including New Year's Day, MLK Jr. Day, President's Day, Easter Monday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving and the day after, Christmas through New Year's Eve
- Monthly Cell phone stipend - \$50 per month
- Mileage reimbursement
- First Tee – Upstate South Carolina clothing provided
- PGA or LPGA Dues, education, meetings and tournament fees covered

Equal Employment Opportunity Statement:

First Tee – Upstate South Carolina is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate 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.