



Teen Program Coordinator (Full Time and Exempt)

Chapter Overview

First Tee – Phoenix, founded in 2003, creates experiences that build character to empower kids for success and continuous personal growth as they navigate a lifetime of new challenges. 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 Teen Program Coordinator ensures the delivery of quality, after-school and out of school youth programs, activities, and services for 12+ year olds, that show measurable impact in participants' growth and development.

Key criteria for success in position:

- Heart of a Coach/Mentor – engages and builds relationships with teen members to ensure connection to program.
- Organization – implementing multiple activities, events and programs with a variety of timelines.
- Continuous learning – staying up on trends and needs of our teen members.

Commitment

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

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

Responsibilities

The Teen Program Coordinator is responsible for managing the overall daily operations of teen focused activities. The coordinator is responsible for planning, implementing and evaluating all of First Tee – Phoenix’s teen centered programs.

Below is a general overview of core functions.

- Develop a yearly Teen Engagement plan that includes both golf and non-golf development events.
- Implement new and existing high-quality programming for youth 12+ designed to help young people develop golf and life skills, build character, and get involved in their communities.
- Lead a holistic teen program that inspires retention and recruitment of new teens to the program.
- Ensure youth are safe while participating in activities.
- Organize and support a variety of current programs like: National Opportunities, College Scholarships, PING Interclub, teen social events, course play days, and more.
- Work closely with member engagement, regional coordinators, and other members of program staff team to create a cohesive, integrated program.
- Manage and grow The Thunderbirds ACE Club.
- Build, mentor and advise a Teen Advisory Board.
- Create a yearly engagement plan for our alum to continue and deepen our relationships with our graduates. Find ways to keep them engaged and share their stories of life after First Tee – Phoenix.
- Be a part of the First Tee – Phoenix team:
 - Participate in general First Tee – Phoenix activities including tournaments, clinics, visibility events, etc.
 - Support organization wide needs
 - Other duties as assigned

Qualifications/demonstrated ability to

- Creative mindset to produce quality events and programming that meet audience needs.
- Work with a variety of technology to achieve goals including Microsoft Suite and Teams, Salesforce, Canva, and more.
- Incredibly organized and detailed with the ability to create timelines and meet deadlines.
- Works independently as well as collaboratively and cooperatively with other program departments to engage, develop and grow our teens and alumni.

- Experience mentoring/working with youth and teens.
- Golf knowledge and appreciation a must, golf skills/PGA a plus.
- Bi-lingual (Spanish/English) a plus.
- Reliable transportation, valid driver's license, meet auto insurance liability coverage minimums set by organization.
- Maintain SafeSport and First Aid Certification.
- Pass a regular background check.
- Knowledge and support of diversity, equity, inclusion and belonging approaches in group building and leadership for teens.

Seniority and reporting

The Teen Program Coordinator reports to the Executive Director and works closely with the programming team.

Salary range and job type

- Full Time, salaried
- Annual salary based on experience, starting at \$50,000
- Paid holidays, vacation and sick time
- Reimbursement of business-related mileage
- Paid health insurance
- Short Term and Long-Term Disability Insurance
- Life Insurance
- FSA (Flexible spending Account) program
- Retirement plan

How to apply

Send your resume and a cover letter detailing your experience related to the responsibilities and qualifications to jobs@firsttee phoenix.org, subject: Teen Program Coordinator. 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.