



## Outreach Manager

### **Mission Statement**

To impact the lives of young people by providing educational programs that build character, instill life enhancing values, and promote healthy choices through the game of golf.

### **Reports to**

Outreach Manager Reports to VP of Programming

### **Employment Status**

Full-Time Salary

### **Job Summary**

The Outreach Manager works with the VP of Programming to manage all outreach efforts for First Tee – Greater Philadelphia, including the First Tee School, Community, Access to Golf and the Academic Scholarship programs.

### **Roles and Responsibilities**

#### **Programming**

- Coach outreach classes as needed and administer First Tee Curriculum
- Oversee all community partner relations, including schools, camps, and YSO's
- Work with community partners to schedule visits
- Schedule field trips at green grass facilities with community partnerships
- Schedule coaches to lead initiatives with community partners
- Oversee summer outreach program efforts, including Kids on the Hill
- Coordinate equipment needs for the programs
- Identify and recruit strategic outreach partners within Chapter service area
- Must become proficient in the First Tee curriculum
- Oversee all aspects of Access to Golf Program
- Oversee all aspects of Academic Scholarship Program
- Assist with general programming events and activities as needed

#### **Coordination/Administration**

- Develop transition plan for outreach students to Life Skills Experience Program
- Develop and adhere to the Program & Operating budget with VP of Programming
- Conduct surveys of outreach students and collection information
- Report program metrics, operations data, and pertinent program data to the VP of Programming
- Enter and manage all outreach related data into Salesforce



- Manage Outreach Coordinator, coaches, all volunteers and golf professionals in the delivery of outreach programs
- Recruit and train personnel to lead outreach program classes
- Must become proficient in Salesforce CRM as it relates to First Tee data

#### **Preferred Qualifications**

- Bachelor's Degree in the area of sports administration, business management, education, recreation, related field or similar experience
- Experience The First Tee Life Skills Education Coach Program
- Demonstrate exceptional communication, fiscal management, and managerial skills
- Experience in identifying and managing program staff and volunteers
- Charismatic, personable, and motivational in working with youth and volunteers
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings
- Must pass background check and maintain Safesport Certifications

#### **Compensation Package**

Salary range from \$50,000 to \$70,000 commensurate with experience, health and dental insurance, Simple IRA, and paid holidays and vacation time.

Please send cover letter and resume to Jake Norton at [jnorton@firstteephila.org](mailto:jnorton@firstteephila.org)

#### **About First Tee Greater Philadelphia**

First Tee Greater Philadelphia is a 501(c)(3) organization whose mission is to impact the lives of young people in Philadelphia by creating affordable and accessible golf facilities primarily to serve those who have not previously had exposure to the game and its positive values. First Tee Greater Philadelphia enables kids to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with life skills curriculum, First Tee Greater Philadelphia creates learning experiences that build inner strength, self-confidence, and resilience that kids carry to everything they do.

First Tee Greater Philadelphia is one Chapter of a national/international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the PGA Tour Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other successful junior golf programs.