



**THE FIRST TEE – HAWAII & HSJGA PROGRAM DIRECTOR  
MAUI BASED  
OCTOBER 2024**

---

**Full Time Salaried Exempt**

**Compensation**

**Commensurate based upon experience (starting \$80,000+ annual salary range with benefits)**

**Position Concept:** The First Tee – Hawaii (FTH) Program Director is primarily responsible for managing, scheduling, coaching, training and overseeing the First Tee – Hawaii for all sites within the state. The position also is the lead and contact for First Tee curriculum while working with the national headquarters.

The position will also oversee youth instructional programs that meet customer demands and needs. Working with the executive director, First Tee HQ and HSJGA staff, this position will manage and maintain a youth golf range/teaching area, assure consistently high quality service levels and maximize programs, customer service and program directives. This job requires the individual to be self starting and able to figure out how to proceed to meet goals, objectives and with a minimum of oversight.

**Position Reports to: Executive Director**

**The Position Manages:**

First Tee - Hawaii Coaches and Volunteers  
Youth program instruction

**Prioritized Keys to Successful Performance (KPI's though not limited to)**

- #1 Customer Service and Safety/Cleanliness of Operation**
- #2 FTH | HSJGA Programming and Events**
- #3 FTH | HSJGA growth & retention**
- #4 Maintaining a sustainable operation**

**Specific Responsibilities - include but are not limited to:**

**Golf Coaching, Instruction and Events**

- Initiate, teach, manage, prioritize safety and oversee the FTH coaches, programs and curriculum which is the largest portion of this job for the entire state while overseeing and working mostly autonomously
- Responsible for hiring, training and exiting of FTH program coaches, volunteers and staff
- Manage and execute the FTH programming schedules at all statewide facilities using salesforce.com with postings to meet a high level of standards
- Attain a First Tee coaching level (Level 4 coach preferred) to be able to train golf professionals and FTH coaches on golf instruction, teaching philosophies and the management of programs to include clinics, juniors, group, private lessons, player development and special population lessons.
- Lead, coach, promote, increase and retain attendance for FTH Programs at all facilities in the state
- Be a lead coach for FTH sessions on Maui during each working day along with other assistant coaches to provide leadership, oversight and management as well as a public presence
- Utilize state-of-the-art coaching/teaching and learning theories and be able to integrate the use of teaching aids, videotape, launch monitors, etc. when appropriate in all programs.
- Setup and manage a FTH budget for the state and closely monitor income and expense statements on a weekly basis. Explain variances and prepare corrective action plans. The FTH program needs to break even with regards to finances on an annual basis after payment of coaches, labor costs from this position and others and fundraising and grants being applied, i.e., must maintain at or near an efficient 6 to 1 student to coach ratio in almost all sessions

- Manage and handle information requests regarding to all FTH inquiries
- Oversee, manage and cover The Sentry for fundraising, standard bearers and any First Tee – Hawaii or HSJGA presence such as a Game Changers Tent.
- Be a representative for FTH and HSJGA and possibly at other off island association events
- Supervise and conduct upkeep of the golf range and/or facility before, during and after FTH programs to ensure that safe, clean, organized and professional conditions exist at all times.
- Maintain teaching aids and equipment inventory in excellent condition at all locations and forecast and procure resources as needed such as equipment, tents, signage, etc....with keeping within the budget of the FTH
- Prepare and present on instructional metrics, participation and growth of FTH programs. This position requires growth in the basic metrics on a year over year basis
- Attend all meetings scheduled by the management team; i.e., executive director, management team and board members
- Represent the facility, FTH | HSJGA and the management team in community service to create a positive relationship with media (TV-radio-newspapers) and local business through promotional activities and programs.
- HSJGA events and tournaments on Maui would be managed, overseen and conducted by this position. This would involve setting up registrations, traveling to the site, conducting and administrating the events and post tournament duties.
- PGA Junior League would also be run and operated by this position as a lead for a site
- LPGA\*USGA Girls Golf Hawaii would also be managed, operated and executed for approximately 10 events per year
- Any other areas might be assigned per discretion of the executive director and/or operations manager. Items such as though not limited to could be fundraising, HSJGA events and tournaments, overseeing evening events, etc.....

### **Creative Ability**

- Assist in marketing and promotion for instruction programming along with the support staff
- Create player development programs to foster both a recreational, fun environment plus a competitive environment (as appropriate for each market segment).

### **Relationships**

- Maintain regular, open contact with the management team, supervisors and staff instructors to ensure teamwork and consistency in teaching programs.
- Possess a personality trait that will make people feel welcome, reflecting favorably on the facility

### **Education**

- Maintain professional expertise through related courses and learning opportunities in golf training, player development, management, and accounting
- Encourage staff instructors to engage in learning opportunities to maintain professional expertise and provide resources to meet those objectives.

### **Knowledge, Skills and Traits**

- PGA Member or LPGA member in good standing preferred. Maintain membership in good standing and mentor apprentices through the apprenticeship programs
- Ability to learn and operate efficiently Salesforce.com for FTH and Golf Genius for the HSJGA events
- Fundamental knowledge of the game of golf, rules of golf, golf instruction and teaching methodology
- Fundamental supervisory practices and principles
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills and self-motivated with desire to promote and market
- Service and customer focused attitude
- Experienced in written and oral business communications
- Remain up to date on customer relations management and player development initiatives
- Experienced computer user including; Google Workspace, Microsoft Word and Excel. Proficient in other applications, i.e. Salesforce, Email, Internet, tournament and databases, Golf Genius, etc...
- Maintain and promote a positive professional image within the community
- Remain current on teaching innovations and marketing and business trends

## **Physical Demands and Compensation**

- Position requires long or extended periods of standing, sitting, moving, crouching and able to lift up to 50 lbs for moving equipment
- Some interisland and mainland travel will be required with this position
- CPR/AED and First Aid trained and current
- Salaried Full Time Exempt. Position anticipated to require a minimum of 40+hours which could be any day of the week and any hours and remaining time teaching, coaching, administrating, communicating, and facilitating.
- Compensation \$80,000+ for annual base wages with salary commensurate with experience. Medical, vision and dental plans offered. PGA or LPGA dues paid if in good standing. Mileage reimbursement for FTH sessions outside of main site.

*All job description items and/or duties are all subject to change dependent upon conditions and at the discretion of management*