



Chapter Name: First Tee – Fresno

Location: Fresno, CA

Position: Program Director

Salary: \$69,000–85,000

Position Type: Full Time

Reports to: Executive Director

About the First Tee – Fresno: The First Tee – Fresno is a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges. Impacting nearly 40,000 kids annually, we seamlessly integrate the game of golf with a life skills curriculum throughout Fresno, Madera, and Tulare Counties. We create active learning experiences that build inner strength, self-confidence, and resilience that kids carry to everything they do on six different golf courses, over 50 elementary schools, and nearly 20 middle schools.

Position Summary: The Program Director (PD), reporting to the Executive Director (ED), will provide oversight and direction to fulfill the organization’s mission through our staff and volunteers. Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote and expand the efforts of the organization.

Reporting to and collaborating with the ED, the PD will oversee program design, implementation, evaluation of programs and curriculum, and support the overall strategic and operational plan for First Tee – Fresno. In accordance with the standards set by the ED, the PD will coordinate the program coaches, volunteers, partnerships, events, data reporting, policies, procedures, and safety protocols.

The PD 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.

Job Duties and Requirements

The role of the Program Director is to provide a high-quality, engaging learning experience. This includes, but is not limited to, the following:

- Oversee and ensure top quality program delivery at all First Tee classes, on-course leagues, and community programs. Top priority will be promoting diversity, retention and advancement at each location.
- Create and implement off-season, supplemental programs including but not limited to: Trunk or Treat Community Event, outreach opportunities, family events, Fresno Chaffee Zoo field trips, or additional opportunities.
- Organize and manage volunteer recruitment, training and management while upholding all Child Protection Policies through SafeSport.
- Manage all Salesforce database records and provide accurate reports to ED/Board when requested.
- Communicate with parents/participants via website, email, social media and phone calls. Create Canva graphics to promote the brand to be used on all channels.
- Effectively recruit, train, and schedule coaches/volunteers to teach/lead classes that are appropriate for their skill set and teach/lead classes as needed.
- Develop constructive, cooperative, and effective working relationships with staff, volunteers, and individuals outside the organization, represent the organization to customers and the general public at speaking engagements, etc.
- Run regularly in person coach meetings and trainings.
- Assist in developing and adhering to the program & operating budget.
- Develop/distribute weekly lesson plans and oversee all equipment needs are met.
- Assist the Executive Director to plan, develop, and execute operational activities including the Cinco de Mayo Golf Tournament, the Len Ross Memorial, and the Pebble Beach Raffle.
- Assist in the development of marketing and promotional materials.
- Lead in program set up, delivery and breakdown of programs and curriculum.
- Create opportunities for participants to play golf outside of regular schedule programming.
- Assist qualified participants in applying for golf tournaments, Headquarters Opportunities and local chapter events.
- Establish new and maintain existing partner relationships to increase the engagement of local schools and youth development organizations such as the YMCA, the Boys and Girls Clubs, Girls Scouts, etc.
- Develop transition opportunities for outreach participants to the LSE program.
- Prepare and attend monthly board meetings as needed.
- Complete other duties and projects as assigned.

Required Qualifications:

- Bachelor's degree in the area of sports administration, business management, education, recreation or related field.
- 2-3 years' experience managing a team of coaches/volunteers; preferably in a youth development setting.
- Demonstrate exceptional communication, fiscal management and managerial skills.
- 2-3 years' managing and HR experience.
- Proficient in Sales Force, Canva, and WordPress.
- Charismatic, personable and motivational in working with youth and volunteers.
- Passionate youth development ambassador with experience promoting access to and involvement in programs by youth participants, their families, volunteers, donors, donor prospects and allied partners.
- General knowledge of sports and enthusiasm for golf and prior direct experience with youth development programming preferred.
- Excellent, transparent, and inclusive communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others equitably and with respect.
- Well-organized and energetic, lead-by-example doer, committed to personal excellence.
- Knowledgeable professional but also an avid and enthusiastic learner willing to ask questions and pursue professional development for self as well as staff and volunteers, fostering an active culture of philanthropic service and teamwork.

Preferred Qualifications:

- PGA or LPGA teaching professional

Contact Information

Chapter Name: First Tee - Fresno

Contact: Morgan Berling, Executive Director at morgan@thefirstteefresno.org

Chapter Contact: www.firstteefresno.org or (559) 277-9565

To apply for this position, please email your resume to the address above.