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**Manager of Programs, Western North Carolina**

**Position**

Manager of Programs, Western North Carolina

Accountable To: Director of Development, Western North Carolina

Classification: Salaried/Full-time

Compensation: $45,000 - $50,000 per year, based on experience

Benefits: 10+ Paid Holidays, 10 PTO days, health stipend, retirement match, 4-day work week (some exceptions), performance bonus opportunity, continuous learning opportunities

Job Type: Hybrid work set up with remote office work and considerable driving for in-person programs throughout Western North Carolina.

**Organization**

First Tee - Central Carolina is a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges. Using golf and life skills as our tools, we provide kids opportunities they may never have otherwise; opportunities for mentoring, opportunities for enhancing their education and career choices, and opportunities to learn a game that strengthens character, draws out leadership qualities and builds confidence.

We are one chapter, with two distinct programming regions – the Triad and Western North Carolina. This position is strategically focused on designing and delivering programs throughout our WNC region.

**Position Summary**

Reporting to and collaborating with the Director of Development - WNC, the Program Manager - WNC will provide leadership in the areas of program design and implementation. The Program Manager will support the overall strategic direction and operational plan for First Tee – Central Carolina. This person will also positively represent the chapter to their community in all aspects. S/he will embody the First Tee’s strong commitment to its youth and will promote the organization in all they do. Main focuses of this position will be:

* Program leadership and coaching at all WNC program locations.
* Strategic participant recruitment throughout WNC.
* Relationship management with all WNC community program partners (i.e. YMCA, Boys & Girls Clubs, etc.).
* WNC volunteer recruitment and coordination.
* Relationship management at all WNC program location partner courses.

**Additional Responsibilities**

* Strengthening a program culture that attracts and values all youth, especially black/brown youth, girls and kids with limited financial means.
* Serving as the hands-on leader of all program-related business, specifically focused on:
  + Program implementation
    - Management of all chapter programming, including Core Programs (life and golf skills classes) while also working to develop signature programs and special events.
    - Design and execution of existing and new playing opportunities for participants.
  + Creating a highly attractive and effective volunteer culture.
    - Continuous volunteer recruitment through face-to-face conversations and strategic recruitment opportunities.
    - Training and inspiring continuous improvement of new and existing coaches/volunteers.
    - Thanking and rewarding coaches for their dedication and service to our mission.
  + Recruitment of targeted participants through:
    - Relationship building with community members, residents, and leaders.
    - Engaging with local schools, churches, government agencies and other organizations.
  + Leading and/or assisting with golf skills classes.
* Working closely with Director of Business Operations to ensure effective communications and processes for participants, parents, coaches and partners, including:
  + Registration (Salesforce)
  + Participant/parent/partner communication
  + Coach scheduling and communication
  + Special events
  + Child Protection/Safe Sport – background checks and training
  + Data collection/reporting
* Establishing an environment that inspires youth to fall in love with golf, develop exceptional practice and playing habits, and pursue the opportunities that golf provides, both on and off the course.
* Creating and maintaining a program environment that is physically and emotionally safe at all times, abiding by all Safe Sport guidelines.
* Outstanding fiscal management of program-related budget.
* Other duties as assigned by Chapter management.
* Demonstrating exceptional, professional conduct at all times.

**Qualifications**

* A passion for and previous experience playing and working in golf, including skillfulness in instruction of juniors.
* Exceptional communication, fiscal management, managerial, and organizational skills.
* A charismatic, personable, and motivational attitude, with enthusiasm for the development of youth.
* Exceptional time management skills and the ability to multi-task.
* A passionate personality that includes both the ability and desire to consistently lead by example while also being committed to personal excellence.

**To Apply**

Please submit a cover letter detailing your experience related to the above Responsibilities & Qualifications, along with your resume to Parker Reeves (parker@firstteecentralcarolina.org).

The closing date for this position is February 19, 2025. *Note: First Tee – Central Carolina holds the right to accelerate or extend the closing date of this position at any time.*

**Equal Employment Opportunity Statement**  
First Tee — Central Carolina is an equal opportunity employer. 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.