



POSITION TITLE: Outreach & Program Coordinator

DEPARTMENT: Programming

SUPERVISOR: Executive Director

LOCATIONS: First Tee – Greater Wilmington “The Loop” & Community Partner Locations

CHAPTER OVERVIEW: First Tee – Greater Wilmington is one Chapter of an international non-profit youth initiative called First Tee. First Tee was created in 1997 by the World Golf 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. First Tee Junior Golf and Life Skills Programming is the unique component that sets itself apart from many other successful junior golf programs and youth development programs through sport.

MISSION STATEMENT: First Tee Greater Wilmington is a nonprofit organization dedicated to impacting the lives of young people in New Hanover, Pender, and Duplin counties by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

POSITION SUMMARY: The Outreach Coordinator will be primarily responsible for Community Partnership programs within the chapter’s service area. The primary purpose of these programs is to introduce First Tee and the game of golf to young people in a way that will inspire their interest and lead to continued participation at the green-grass facilities. Inspired by a genuine passion for empowering and helping youth succeed on and off the golf course, s/he will work diligently to promote and expand the efforts of the organization.

The Outreach Coordinator will report to the Executive Director as well as receive direction and supervision from the Program Director.

The Outreach Coordinator will be a highly visible member of the community, representing First Tee Greater Wilmington throughout the service area. S/he will embody the First Tee’s strong commitment to its youth and will promote the organization throughout the community.



Key Criteria for success of the role include :

- Partner effectively with staff to build on the success of the program to continually innovate and improve outcomes for youth
- Ensure program effectiveness through evaluation of quantitative and qualitative program analytics and outcomes.
- Expand the scale of First Tee Greater Wilmington's programming in additional high priority, at risk neighborhoods.

ROLES & RESPONSIBILITIES:

Community/Network Outreach:

- Develop partnerships with other area youth serving organizations
- Develop transition opportunities for outreach programs to green grass programs
- Identify community-based events to promote youth opportunities
- Collaborate with Program Coordinator to staff, attend and execute the promotion of First Tee Greater Wilmington opportunities for youth and volunteers
- Lead the implementation of the First Tee Program at partnered community centers creating a safe, fun and inviting environment
- Satisfy equipment needs for the program while maintain the quality of equipment and all instructional materials

Management/Administration:

- Assist Program Director to develop, implement and update program policies and procedures
- Report program metrics, operations and pertinent program data to the Executive & Program Directors, as well as track data in Chapter's Salesforce records
- Collaborate with Program Coordinator to establish and implement a Transportation Plan for community centers
- Aid in the development of a retention and progression plan to move participants through the program.
- Assist Program Director in maintaining a volunteer management system to ensure sufficient adult mentors and quality of programming including recruitment, training, recognition and retention plans.
- Track participant's information and progress through accurate records



Program Scheduling:

- Collaborate with the Program Director to establish new programs that target the emerging markets in our community.
- Create new and update existing Outreach Lesson Plans
- Recruit, secure and maintain volunteers in the delivery of safe and high quality programs.
- Execute and support the expansion of the LPGA*USGA Girls Golf events

Coaching:

- Must become proficient in the First Tee's Age Based Curriculum and the First Tee's Commitment to Being a Game Changer.
- Set goals and expectations with the Program Director and review progress through the year providing feedback for improved performance, retention and succession.
- Identify participants who may qualify for local, regional or national opportunities to encourage progression and retention

Other duties as assigned by the Executive Director and Program Director

OTHER REQUIREMENTS:

- Must successfully complete and pass a background check via SafeSport
- Must successfully complete and pass via SafeSport Online Safety Training

PREFERRED QUALIFICATIONS:

- Deep commitment to the mission of First Tee Greater Wilmington including reaching all kids with an emphasis on underserved and underrepresented groups (with respect to ethnicity, gender and socio-economic status)
- Demonstrate exceptional communication and time management skills
- Adhere to the standards of conduct and involvement established by First Tee
- Charismatic, personable and motivational in working with youth, volunteers and donors
- Ability to travel to attend Academies, Coach Trainings, Regional & Network Meetings
- A flexible schedule with the availability to work some evenings and weekends
- Able to travel throughout our service area (New Hanover, Pender & Duplin counties)
- Ability to be outside in all weather conditions and transport/lift equipment that may be upwards of 30 lbs.
- Must have a clean driving record



APPLICATION PROCESS

Please submit a cover letter detailing your experience related to the Roles and Responsibilities along with your resume to brittany@thefirstteegreaterwilmington.org. Please include 3 references and their contact information.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

First Tee Greater Wilmington is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applications for employment. Accordingly, personal decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.