



Position

Program Coordinator, First Tee – Central Arkansas

Organization

First Tee – Central Arkansas has been creating experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Central Arkansas creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at 3 golf facilities, 18 schools, and 5 youth centers in the community.

Position Summary

The Program Coordinator (PC) will be primarily responsible for assisting the Program Director in planning, promoting and scheduling instruction in accordance with the First Tee Life Skills Experience. The Program Coordinator is responsible for the execution of daily programming and assists the Program Director with administrative tasks. He/she works collaboratively with the paid and volunteer staff of the chapter to advance the organization's mission. 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 interest and lead to continued participation. 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. The PC will report to the Program Director but will also receive direction and supervision from the Executive Director. The PC will be a highly visible member of the community, representing First Tee – Central Arkansas throughout the service area. She/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:

- Partnering effectively with staff to build on the success of the program to continually innovate and improve outcomes for youth;
- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics;

- Expand and scale First Tee’s programming in additional high priority, at risk neighborhoods

Responsibilities

- Develop constructive, cooperative, and effective working relationships with staff, volunteers, and individuals outside the organization, represent the organization to customers and the public.
- Learn the Life Skills Experience curriculum to build a comprehensive understanding and participate in First Tee Coach training opportunities.
- Assist Program Director to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans of volunteers.
- Participate regularly in coach meetings, trainings, and special events provided by the chapter.
- Work with the Program Director to assist in developing, implement, and updating program policies and procedures.
- Report important updates, incidents, and follow-ups to the Program Director.
- Assist in developing and adhering to the program & operating budget.
- Deliver a high-quality experience that ensures a positive and productive learning environment.
- Develop mutually beneficial partnerships with the Boys & Girls Clubs, community centers, other youth serving organizations and schools
- Satisfy equipment needs for the program while maintaining the quality of equipment and all instructional areas.
- Assist in the development/selection of training aids and materials.
- Assist the Executive Director to plan, develop, and execute operational activities including tournaments, fundraisers, etc.
- Recruit and communicate with volunteers on upcoming events.
- Assist in the development of marketing and promotional materials.
- Contribute to the development and implementation of new ideas to meet goals.
- Complete other duties and projects as assigned.

Other duties as assigned by the Program Director or Executive Director.

Qualifications

- Bachelor’s Degree, preferably in the areas of sports management, business administration, education, recreation, or related field.
- Preferred PGA or LPGA teaching professional (will have the opportunity to conduct private instruction) or youth coach/counselor
- Commitment and passion for the mission and purpose of First Tee – Central Arkansas
- Adherence to the standards of conduct and involvement established by First Tee.
- Exceptional communication, interpersonal relations, and organizational skills

- Exceptional time management skills and ability to multi-task
- Charismatic, personable, and motivational in working with youth and volunteers.
- Knowledge of the game of golf, rules, and etiquette
- Prior youth development experience
- Ability to travel to meet with partner organizations, schools, trainings, chapter, and Network events as required and manage a flexible work schedule.
- Reliable, trustworthy, dependable, able to maintain consistent and regular attendance.

To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to mblake@thefirsttear.org

Closing date for this position is 1/31/2025 First Tee – Central Arkansas has the right to accelerate or extend the closing date of this position at any time.

Salary Range and Job Type

Compensation will be commensurate with experience

Starting salary range: \$45,000-\$55,000 annually

Benefits:

- Medical insurance
- Dental insurance
- Paid time off
- Paid holidays
- Golf benefits

Equal Employment Opportunity Statement:

First Tee – Central Arkansas 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 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.