



PROGRAM COORDINATOR JOB DESCRIPTION

Reports to: Director of Operations

Location: Martin and St. Lucie Counties

Full-time position, exempt, at-will employee, ability to coach and supplement income.

Must complete and pass First Tee HQ background check.

While this position is Treasure Coast based, the Program Coordinator is a member of the First Tee – Florida Gold Coast/Children’s Golf Foundation, Inc. management team. There is also tremendous collaboration and communication between our 3 chapters and the staff of the entire organization.

Programming:

- Lead First Tee programs in the territory at golf course sites in spring, summer and fall
- Coach special needs and veterans’ programs as needed
- Commit to ongoing education in the First Tee Coach Program to become a fully trained Coach
- Ensure that adequate equipment needs for the programs are in place
- Communicate lesson plans with assistant coaches and volunteers in advance of every session
- Ensure all parents are using the online portal to register their students
- Gather and submit all student information for outreach programs (Boys & Girls Clubs, PAL, YMCAs, etc.) to our main office for entry into the national database
- Develop retention and progression plan to move students through the age levels
- Require all volunteers involved directly with programming to complete the background check and training process
- Encourage and assist qualified youth to participate in golf tournaments, First Tee HQ Teen opportunities and local chapter events
- Nominate students for First Tee’s various participant opportunities for final approval by the Senior Program Director and the CEO. Assist students and parents in the application process
- Communicate with parents/participants through email and text as appropriate
- Assist First Tee School Program elementary schools and after school facilities, mentor PE Coaches, monitor effectiveness
- Assist staff with coordination of Coaches meetings

Once the Program Coach is trained and experienced, there are opportunities for advancement:

- Assist new Coaches on establishing new programs
- Assist in securing new green grass Program Locations
- Assist new Program Location sites in early stages
- Recruit and help train new coaches
- Visit programming sites to ensure the implementation of the approved curriculum
- Assist with volunteer recruitment, training and scheduling
- Assist Coaches with completing their Coach training documents
- Assist with coach observations

Office Administration:

- Phone/email follow up on all inquiries for programming, volunteering, club donations etc.
- Attend monthly staff meeting video calls
- Submit donations, invoices and expense reports to main office for processing

Contact: Email resume only to carlm@firstteeflgoldcoast.org

For more information on the Treasure Coast chapter, please visit firstteeflgoldcoast.org