



**Regional Coordinator – Central (Phoenix & Scottsdale)  
(Full Time and Exempt)**

**Chapter Overview**

First Tee – Phoenix, founded in 2003, creates 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 – Phoenix 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 golf courses, elementary schools, and youth centers in the community.

**Mission Statement**

To provide opportunities for all youth to achieve success in every aspect of life, through the game of golf.

**Job Summary**

The Regional Coordinator is responsible for executing all aspects of the First Tee program within a region.

*Key criteria for success in position:*

- Experienced golfer – knowing and having passion for the game is a must
- Relationship builder – maintains positive working relationships with a variety of related parties – coaches, volunteers, families, directors of golf, general managers, outside service, Physical Education Teachers, community, etc.
- Teacher & mentor – at the core, this position is about supporting our direct programming with youth in the community
- Organized – understanding all aspects of a successful site (on-course and school) and maintaining those across multiple assigned locations takes organization and coordination
- Initiative – actively seeks ways to improve First Tee – Phoenix’s relationship within their region and stays proactive and productive.
- Leadership – contributes to and accountable for the performance of the team as a whole.
- Community Focused – live within this region & build community there

## **Responsibilities**

Below is not intended to be an exhaustive list but a general overview of the core functions.

- School Program
  - Connect a minimum of once annual with all school program sites in region
  - When funding allows grow school program in region, with a specific focus on Title 1 schools
- Site leadership for multiple sites depending on region
  - Support the hiring, training and management of contract coaches
  - Manage coach staffing schedule: to ensure all classes are fully staffed, absences are filled, and classes are successfully delivered
  - Assist in ongoing training and education for coaches and volunteers around the chapter as necessary
  - Monitor proper collection of attendance and player badging
  - Work directly with golf courses on scheduling, space and other needs
  - Recruit and steward volunteers, ensuring 6:1 or better kid to coach ratios
  - Engage locations in partnership including but not limited to: fundraisers, equipment donation collection, etc.
  - Play an active role in registration and supporting families' participation
  - Communicate with families, volunteers and participants at your locations
  - Get to know families and ensure connection to broader First Tee opportunities
- Coach and volunteer mentor
  - Ensure coaches and volunteers are:
    - Providing a safe environment
    - Create a space for learning
    - Managing equipment
    - Preparing ahead of time and effectively utilizing volunteers
    - Executing lesson plans
  - Steward coaches and volunteers so they are consistent
  - Fill-in as needed, communicate regularly
  - Support efforts to adhere to all SafeSport policies
- Regional duties
  - Spend time in the local community to spread positive information about First Tee – Phoenix
  - Pick-up equipment as needed, engage with other courses in your region, etc.

- Goals include member retention and growth, supporting long-term 2028 goals, volunteer retention, etc.
- Continuous learning: dedicated to learning First Tee curriculum and becoming certified at all levels
- Be a part of the First Tee – Phoenix team
  - Participate in general First Tee – Phoenix activities including: tournaments, clinics, visibility events, etc.
  - Support organization wide needs
  - Other duties as assigned

### **Qualifications/demonstrated ability to**

- Ability to work during program hours: programs are late afternoons/evenings and weekends
- Golf knowledge
- Experience teaching/coaching youth (minimum 1 year)
- Experience training and/or managing staff or volunteers (minimum 1 year)
- Manage relationships to achieve results
- Utilize a variety of technology, specifically the Microsoft Office Suite and Google

### **Commitment**

Be a model of one becoming a Game Changer by practicing the life skills we promote called the 5 key commitments:

- Pursue Goals
- Grow through Challenge
- Collaborate with Others
- Have Positive Self-Identity
- Use Good Judgment

### **Seniority and reporting**

The Regional Coordinator reports to the Program Director and has direct responsibility for contract coaches and volunteers.

### **Salary range and job type**

- Full Time (note: this position does not have a traditional work week. The work week shifts throughout the year and events/classes often happen on weekends.)
- Annual salary based on experience, starting at \$52,500.
- Hybrid working environment, most hours are on location and traveling within region
- 14 paid holidays

- Accumulated sick and vacation time
- Reimbursement of business-related mileage (presumed living within this region)
- Paid health insurance
- Retirement plan

### **How to apply**

Send your resume and a cover letter detailing your experience related to the responsibilities and qualifications to [jobs@firsttee phoenix.org](mailto:jobs@firsttee phoenix.org). NOTE: All final candidates must pass background check and complete SafeSport training.

### **Equal Employment Opportunity Statement**

First Tee – Phoenix is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws related 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.