



Warehouse Coordinator
(Part Time and Hourly Non-Exempt)
First Tee – Phoenix

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 Warehouse Coordinator is responsible for building and maintaining a safe, structured warehouse, supporting First Tee – Phoenix Golf Gear for Good™ program.

Key criteria for success in position:

- Organized – ideal for the person with an organized, labeled and clean garage!
- Process driven – can see needs and build processes to accomplish tasks effectively using resources.
- Welcoming – whether donors, volunteers, buyers, kids and families, being able to engage and make all feel welcome.
- Knowledgeable – knowing the value of golf gear and golf brands is essential.

Responsibilities

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

- Golf Gear for Good program
 - Inventory, assess and organize incoming in-kind donations
 - Distribute to sites and members based on need
 - Cut-down clubs to build sets for juniors

- Setting up outreach/club donation events
- Maintain relationships, coordinate and negotiate with wholesalers to maximize revenue
- Work with Engagement Manager to produce two golf sales each year
- Maintain a clean, organized, and safe warehouse space
- When needed, drive First Tee – Phoenix van or personal vehicle to pickup donations
- Communicate and work cohesively with Office Assistant
- Utilize electronic (currently Excel) tracking system for donation pickup requests and junior golf club set requests
- Volunteer management
 - Provide a welcoming safe environment with training
 - Ensure volunteer time is used wisely and effectively
- Be a part of the First Tee – Phoenix team
 - When needed participate in general First Tee – Phoenix activities including fundraisers, tournaments, clinics, visibility events, etc.
 - Support organization wide needs
 - Other duties as assigned

Qualifications/demonstrated ability to

- Strong commitment to the First Tee – Phoenix mission and the kids we serve
- Effectively communicate in-person, via phone, email, etc.
- Creative mindset to provide customer service and problem solve
- Can-do attitude, willing to seek out and tackle new and daily challenges
- Punctual and self-starter
- Ability to stand, lift up-to 50 lbs and work in warehouse setting
- Experience and knowledge of golf equipment
- Bilingual (Spanish/English) a plus
- Valid driver's license, good driving record, and meet company required automobile insurance minimums

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 Warehouse Coordinator works independently, and reports to the CEO/Executive Director.

Pay range and job type

- Part-time, expected 20 hours/week; flexible within regular work hours
- Hourly rate starting at \$24
- Paid holidays, vacation (pro-rated based on hours worked) and sick time
- Reimbursement of business-related mileage

How to apply

Send your resume and a cover letter detailing your experience related to the responsibilities and qualifications to **jobs@firsttee phoenix.org**. NOTE: All final candidates must pass background check and complete DISC assessment prior to an official offer.

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.