

# Outreach Program Coordinator



**Reports To:** Director of Operations & Programs

**Employment Status:** Full-Time

**Compensation:** \$40,000

## Role Overview:

The **Outreach Program Coordinator** is responsible for developing, leading, and expanding First Tee – Northwest Arkansas programs aligned with the organization's **priority outcomes, strategic goals, and core values**. This role involves planning, implementing, evaluating, and managing outreach initiatives and youth development programs while maintaining strong community and school partnerships.

## Key Responsibilities:

### Programming & Direct Delivery

- Lead, supervise, and deliver off-site youth programming aligned with **First Tee's core values and culture**.
- Promote youth participation and engagement in all program activities.
- Maintain a professional, courteous, and timely presence during programming hours.
- Communicate clearly with **parents, students, school personnel, and First Tee leadership**.
- Assist with planning and facilitating annual events such as **Back to School Drives, Holiday Toy Drives**, and other initiatives.
- Participate in fundraising efforts and secure in-kind donations to enhance programs.
- Ensure programming spaces are **clean, organized, and safe**, and that students respect equipment and follow activity schedules.

### Curriculum & Strategic Planning

- Support the development and delivery of curriculum with a focus on **First Tee's 5 Key Commitments**.
- Develop and manage programming schedules across **multiple schools and community locations**.
- **Become familiar with Salesforce and ensure accurate and timely data input** for program tracking and outcomes.
- Evaluate programs and adjust the curriculum to meet the developmental needs of participants.

## Outreach & Community Engagement

- Manage the **Character Development Mobile Unit** and expand programming within Springdale and the surrounding areas.
- Grow community/school participation in target districts across **Washington and Benton counties**.
  - 6-10 First Tee Mobile Unit School Programs Hosted Per Year
  - 1,500+kids served per semester
  - 6+ school hosted community events
  - 2 Take A Swing & Frame by Frame School Programs Hosted Per Year
- Lead on-site/off-site outreach events and manage logistics for supply drives, toy drives, health fairs, and community activities.
- Establish partnerships and secure **monetary or in-kind donations** to support outreach.
- Increase brand awareness and enhance First Tee's presence through **community engagement, events, and networking**.
- Assist with **grant writing, sponsorships, and budget strategies** to support outreach growth.

## Internship & Volunteer Management

- Coordinate with the **University of Arkansas** and other institutions to secure and supervise **interns**.
- Provide field supervision and maintain communication with academic supervisors.
- Oversee program staff and volunteers involved in the delivery and support of outreach programs.

## Budget & Financial Oversight

- Develop and manage the **Programming & Outreach annual budget**.
- Monitor expenditures quarterly to ensure budget alignment and chapter financial health.

## Additional Responsibilities:

- Administer first aid as needed and adhere to safety procedures.
- Drive company vehicles; must have a valid driver's license and ability to lift up to 50 lbs.
- Notify the Director of Programming & Outreach of **programming concerns, safety issues**, or relevant student information.
- Perform additional duties as assigned by the leadership team.

## Preferred Qualifications:

- **Education:** Bachelor's degree preferred.
- **Experience:** 5+ years in youth development, programming, or a related management role.
- **Technology Skills:** Proficient in Microsoft Word, Excel, PowerPoint, and data reporting tools.
- **Communication:** Strong written, verbal, and public speaking skills; able to communicate effectively with stakeholders, school personnel, and team members.
- **Core Competencies:** Leadership, problem-solving, teamwork, priority setting, and follow-through.
- **Supervisory Responsibility:** Oversight of all program staff and volunteers.
- **Travel:** Local travel in Northwest Arkansas is required; occasional out-of-state travel may be necessary.