



A program of the Desert Recreation District

Position: Program Coordinator, First Tee – Coachella Valley

Region: West Valley

Organization

The Program Coordinator (PC) will be an employee of Landmark Golf LP, who is the contracted management company for the First Tee – Coachella (“FTCV”), a program of the Desert Recreation District (“DRD”).

FTCV 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, FTCV 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 currently offered at ten (10) golf courses, 25 schools, and 4 youth centers in the Coachella Valley.

Position Summary

The Program Coordinator (PC), reporting to the Program Director (PD), will provide oversight and direction to fulfill the organization’s mission specifically in Palm Desert and the surrounding area (region). 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.

Reporting to and collaborating with the CEO and the PD, the PC will oversee program implementation, evaluation of programs and curriculum, and support the overall strategic and operational plan for First Tee – Coachella Valley with a specific focus on his/her region. In accordance with the standards set by the CEO, and in collaboration with the PD, the PC will coordinate the program coaches, volunteers, partnerships, events, data reporting, policies, procedures, and safety protocols.

The PC will represent the chapter to their community. S/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:

- 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
- Understand the importance of youth safety and fulfill safety protocols;
- Desire for continuous professional and personal development
- Enjoy coaching kids, volunteers and adults in a fun, safe environment

Responsibilities

- Ensure top quality program delivery, leading instruction of First Tee classes and on-course playing opportunities, organize and observe volunteer and paid coaches. Possess or gain certification in First Tee life skills curriculum training;
- Manage all Salesforce database records for their region. This includes but is not limited to: tracking certifying and community partnership participant numbers and demographic information, providing reports for CEO/PD/Board;
- Communicate with parents/participants via website, email, social media and phone calls;
- Work cohesively with PD to schedule programs and post online when registration is open;
- Effectively schedule coaches/volunteers to teach/lead classes that are appropriate for their skill set and teach/lead classes as needed;
- Assist with Class and Camp preparation including the creation of rosters, nametags, station assignments, and curriculum grids.
- Collect and submit weekly pictures, videos and descriptions of programs for posting on the chapter's social media accounts;
- Uphold all Child Protection Policies, background checks, and training as set forth by First Tee HQ
- Additional administrative tasks assigned by the PD and the CEO.

Qualifications

- Commitment and passion for the mission and purpose of FTCV.
- Three (3) years of successful programming experience.
- Adherence to the standards of conduct and involvement established by First Tee.
- Exceptional communication, interpersonal relations and organizational skills.
- Charismatic, personable, and motivational in working with youth and volunteers.
- Exceptional time management skills and ability to multi-task.

Salary Range and Job Type

Compensation will be commensurate with experience and competitive benefits package including Medical, Dental and Vision Insurance. Hourly: \$30.00 per hour

Full Time, Exempt. Please submit resumes to CEO Teal Thron: Teal@ftcv.org

Equal Employment Opportunity Statement: Landmark Golf LP 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.