



Job Description: Program Director

Reports To: Executive Director

Classification: Full time, Exempt

Supervises: First Tee – Northeast Wisconsin Coaches and Volunteers

First Tee – Northeast Wisconsin is a 501(c)(3) non-profit organization whose mission is to impact the lives of young people by providing educational programs that build character, instill life enhancing values and promote healthy choices through the game of golf.

First Tee – Northeast Wisconsin 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 – Northeast Wisconsin 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, schools and youth centers throughout the northeast Wisconsin region.

Position Summary

The Program Director (PD), reporting to the Executive Director, will provide leadership, oversight and direction to the chapter's coaching team to fulfill the organization's mission in northeast Wisconsin. 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.

In collaboration with the Executive Director, the PD will lead and supervise program design, implementation, evaluation of programs and curriculum, and support the overall strategic and operational plan for First Tee – Northeast Wisconsin. In accordance with the standards set by the Executive Director, the Program Director will ensure that all Coaches, Volunteers, Partners, events, data reporting, policies, procedures, and safety protocols meet the First Tee – Northeast Wisconsin standards.

The Program Director will represent the chapter to the community. S/he will embody the First Tee – Northeast Wisconsin's strong commitment to its youth and will promote the organization throughout the community.

Key Criteria for success of the role include:

- Lead the First Tee – Northeast Wisconsin's coaching team to ensure program effectiveness through evaluation of quantitative and qualitative analytics, and a steadfast commitment to ensuring adequate staffing across all locations.
- Expand and scale First Tee – Northeast Wisconsin's school and green-grass programming
- Uphold the importance of youth safety and fulfills safety protocols
- Enjoy coaching kids, volunteers, and adults in a fun, safe environment
- Display and model a desire for continuous professional and personal development
- Collaborates with the Executive Director to ensure a high standard of donor cultivation through fundraising and community events; along with personal meetings when requested

Essential Duties and Responsibilities:

Leadership and Management:

- Provide supervision, coaching and development opportunities to direct report staff
- Encourage coaches to pursue the First Tee Coach Training Pathway
- Completion of Level 3 in the First Tee Coach Training Pathway within 3 years
- Hire, train, and provide ongoing feedback, to direct reports that include annual evaluations, discipline, and dismissal of low performing employees
- Updates job descriptions as needed
- Meet with Executive Director on a weekly basis to review and ensure strategic goals are on track and identify opportunities or roadblocks to meeting goals
- Collaborate with the Executive Director to sustain, promote, budget, and grow departmental programs and services

Programming:

- Ensure high quality program delivery, providing oversight and instruction to the coaches and volunteers of First Tee – Northeast Wisconsin
- Oversee all First Tee – Northeast Wisconsin on-course and community programs prioritizing diversity, retention, and advancement at all locations
- Recruit and organize community partners within the service area, with a particular focus on the partners surrounding chapter facilities/program locations to ensure sustainable participation
- Organize and manage volunteer recruitment, training, onboarding, and development

Administrative:

- Manage all Salesforce database records working with the Executive Director. This includes but is not limited to: tracking, certifying and documenting community partnership participant numbers and demographic information, providing reports for Executive Director and Board on a quarterly basis or as needed;
- Communicate and orient parents/participants via website, email, social media and phone calls;
- Work cohesively with Executive Director and coaches to schedule programs and post online enrollment information and requirements 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;
- Collect and submit weekly pictures, videos and descriptions of programs for posting on the chapter's social media accounts;
- Uphold and ensure all Child Protection Policies, background checks, and required trainings of the FTNEW Coaching team, as set forth by First Tee HQ, are met and documented.

Qualifications

- Bachelor's degree or higher, in the area of sports administration, business management, education, recreation or related field
- Minimum 2-3 years experience managing and supervising a team; preferably of coaches/volunteers in a youth development setting
- Demonstrate exceptional communication, fiscal management and managerial skills
- First Tee Coach certification and training is preferred
- Experience in supervising program staff and volunteers to ensure they meet organization production standards;

- Displays and models charismatic, personable and motivational behaviors while working with youth and volunteers;
- Passionate youth development ambassador with experience promoting access to and involvement in programs by youth participants, their families, volunteers, donors, donor prospects and allied partners
- General knowledge of sports and enthusiasm for golf and prior direct experience with youth development programming preferred
- Excellent, transparent, and inclusive communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others equitably and with respect
- Well-organized and energetic, lead-by-example doer, committed to personal excellence
- Knowledgeable professional but also an avid and enthusiastic learner willing to ask questions and pursue professional development for self as well as staff and volunteers, fostering an active culture of philanthropic service and teamwork
- Support organization's mission with a sensitivity of cultural diversity and workplace harmony
- Ability to pass and maintain in good standing Safe Sport compliance and a background check
- Have a valid driver license, a reliable vehicle, and automobile insurance

Working Conditions

- Ability to work in First Tee – Northeast Wisconsin's various locations
- Ability to work the hours necessary to complete the work.
- Ability to lift up to 25 lbs.
- Ability to work in an office setting during non-programming hours

Compensation

- Includes a base salary
- Ability to schedule private lessons at Trinks Learning Center
- Retirement Plan – SIMPLE IRA
- Paid continuing education
- Equipment and apparel discounts with corporate partners
- Paid Time Off

Disclaimer

- Nothing in this job description restricts management's right to assign or reassign duties to this job at any time.
- This job description reflects management's assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

To Apply

- Please send your resume and cover letter to John Sabo at john@thefirstteenew.org

Equal Employment Opportunity Statement:

First Tee – Northeast Wisconsin 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.