



## First Tee – Orange County Outreach Coordinator

### **First Tee Overview**

First Tee - Orange County was established in 2013. We are more than a sports program. We shape the lives of young people throughout communities in Orange County providing character building and life skills lessons through the game of golf. To date, we have served over 34,000 youth in Orange County. To learn more about First Tee – Orange County, visit our website at <https://firstteeorangecounty.org>.

### **Mission Statement**

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.

### **Job Summary**

The Outreach Coordinator (OC) will be primarily responsible for Community Partnership programs within the Chapter's service area. The primary purpose of these programs is to introduce First Tee and the game of golf to young people in a way that will inspire interest and lead to continued participation. 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.

The OC will be a highly visible member of the community, representing First Tee – Orange County throughout the service area. They 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:

1. Partnering effectively with school and after-school staff to build on the success of the program to continually innovate and improve outcomes for youth.
2. Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics.
3. Expand and scale First Tee's programming in additional high priority, at risk neighborhoods.

## **Reporting Structure**

The Outreach Coordinator will report to the Program Director but will also receive direction and supervision from the CEO.

## **Primary Responsibilities**

### **Program Scheduling:**

- Work with school districts and community partner organizations and assist in coordinating registration, schedules, transportation, transition opportunities, submission of youth served and lesson plans for clinics, trainings, and programs
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Assist in the development/selection of training aids and materials

### **Management/ Administration:**

- Work with Program Director to assist in developing, implement, and updating program policies and procedures
- Assist in developing and adhering to the program & operating budget
- Report program metrics, operations data, and pertinent program data to the Program Director and CEO as well as track data in Chapter's Salesforce records.

### **Volunteers and Coaches:**

- Assist Program Director to ensure sufficient adult mentors are available for First Tee School and Community Programs
- Assist Program Director in implementation of Chapter Risk Management Policies and Procedures including ensuring compliance with First Tee's Safe Sport Policy
- Ensure sufficient volunteers are available for Community Partnerships programs, special events, and/or clinics
- Work with community partners and school districts to recruit and train program staff to assist with and lead classes

### **Community/ Network Outreach:**

- Participate as directed in special events
- Communicate with and submit documentation as required to First Tee Headquarters through the Program Director and CEO
- Network with staff at other chapters and exchange best practice ideas

- Develop and maintain partnerships with schools and other youth serving organizations, including attendance at community meetings and similar type of events
- Develop transition opportunities for outreach programs including First Tee School and Community Program
- Other duties as assigned by the Program Director or CEO.

### **Qualifications**

- Commitment and passion for the mission and purpose of First Tee — Orange County
- 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
- Ability to travel to meet with partner organizations, schools, trainings, chapter, and Network events as required and manage a flexible work schedule
- Working knowledge of the game of golf with the ability to coach
- Experience in identifying and working with program staff and volunteers
- Exceptional time management skills and ability to multitask
- Preferred: First Tee Coach and/or completion of any level of First Tee Coach training

### **Skills**

- Strong relationship-building skills with community partners and schools.
- Ability to work independently and collaboratively as part of a team.
- Comfort with public speaking and community representation.
- Proficiency with Microsoft Office; Salesforce experience preferred.
- Ability to evaluate both qualitative and quantitative program outcomes.

### **Position Location**

Full time 40 hour/week position based at First Tee – Orange County’s office in Laguna Hills, CA. Regular travel to program & community sites across Orange County.

### **Employment Status**

Full time, non-exempt (hourly) position

### **Compensation & Benefits**

- Hourly Rate: \$25/hour
- Vacation pay, holiday pay, sick pay
- Mileage reimbursement for business related travel
- Monthly medical stipend
- Monthly device stipend
- 40 hours of sick

### **To Apply**

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to [careers@thefirstteeoc.org](mailto:careers@thefirstteeoc.org). No phone calls, please.