



## Position

Program Director, First Tee — Tulsa

Reports to: Executive Director

FLSA Status: Exempt (Full-Time)

## Organization

First Tee — Tulsa has been creating experiences that build character to empower Northeastern Oklahoma's youth through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee Tulsa 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 our Learning Center located at Mohawk Park Golf Course, 3 golf facilities in Tulsa and in 20 elementary schools.

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## Position Summary

The Program Director (PD) works under the direction of the Executive Director to plan, implement, and evaluate all organizational programs and curriculum. This position is responsible for ensuring the overall success of programming by managing day-to-day operations, coordinating staff and resources, building community partnerships, and maintaining alignment with the organization's mission and goals. The Program Director plays a critical leadership role in shaping the participant experience and ensuring programs meet high standards of quality, and impact.

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## Key Responsibilities

### Program Planning & Implementation

- Develop constructive, cooperative, and effective working relationships with community youth agency leadership, school administrators, and First Tee staff.
- Secure golf course locations and other community-based venues for programming. Work with partner youth agencies to schedule outreach programs.
- Coordinate educational and supplemental programs to expand organizational impact. Be the point of contact for registration of participants.
- Assist in the ongoing life skills/ golf skills curriculum and lesson plan development.

- Develop an annual program schedule in collaboration with the Executive Director.
- Team with First Tee staff at the quarterly in-person registrations and collect youth registration forms from youth agencies and school leaders.
- Create weekly schedule for leaders and coaches.

### **Program Evaluation & Reporting**

- Collect, analyze, and report program data to measure outcomes through feedback from students, parents, community leaders, and school administrators.
- Prepare periodic reports for the Executive Director, Board, and supporters as required.

### **Staff Leadership & Development**

- Work together with the ED in the recruitment and training of hourly employees and volunteers. Supervise program coaches and instructors. Provide coaches with evaluation and feedback to ensure quality programming.
- In collaboration with the ED, develop and implement training programs to ensure quality instruction and participant engagement.
- Team with the ED, Administrative Assistant, and marketing team to promote and create awareness of the program on social media platforms, chapter websites, and newsletters.

### **Event Coordination**

- Assist ED in organizing and conducting annual Traditions Golf Tournament 30 days prior to events.
- Schedule and organize opportunities for special events such as participant tournaments, and community service events. Communicate with parents about the opportunities.
- Collaborate with the Executive Director and staff for assistance in fundraising events and celebrations.

*Other duties as assigned by the Executive Director*

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### **Qualifications**

- Bachelor's degree preferred but not required.
- This position requires golf experience and knowledge of the basic rules and etiquette of the game.
- Preferably 2-3 years of experience in program management.
- Strong leadership, organizational, and communication skills.
- Enjoys working with youth from diverse backgrounds ages 7-18.

- Proficient computer skills
  - Compatible to Oklahoma weather
  - Possesses a valid Oklahoma Driver's License to drive the First Tee 14-seat passenger van.
  - Self-driven, ability to multi-task.
  - Must advance through the First Tee Coach Program. Ability to travel to a minimum of 1 training annually and complete the post training documents.
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### **Core Competencies**

- Strategic Planning and Execution
- Leadership and Team Player
- Community and Partnership Engagement
- Program Evaluation and Data Reporting
- Adaptability and Problem Solving
- Strong Interpersonal Communication

### **To Apply**

Please submit your resume to:

Janice Gibson, Executive Director, PGA/LPGA Professional [jgibson@firstteetulsa.org](mailto:jgibson@firstteetulsa.org)

Closing date for this position is 1/15/26 First Tee —Tulsa has the right to accelerate or extend the closing date of this position at any time.

### **Salary Range and Job Details**

Compensation: initial starting salary is expected to be \$60,000/year.

PTO for 1<sup>st</sup> year is 10 days and increases annually as time invested increases.

Sundays off, 5-day week -between 40-45 hours per week.

Golf course fees (non-busy times) and free range balls are included.

Benefits include 75% of the base health plan paid for by the chapter. Additional insured are the responsibility of the employee.

Full Time Position

