



Position

Outreach Coordinator, First Tee — North Coast

Organization

First Tee — North Coast 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, First Tee — North Coast 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 local golf courses, in schools via their PE Platform, and through collaboration with other community organizations.

Position 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 young people succeed in life, s/he will work diligently to promote and expand the efforts of the organization.

The OC will report to the Chief Program Officer (CPO) but will also receive directions and supervision from the Executive Director (ED).

The OC will be a highly visible member of the community, representing First Tee — North Coast throughout the service area. 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:

- Partnering effectively with staff to build on the success of the program to continually innovate and improve outcomes for youth;
- 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

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 CPO to assist in developing, implementing, 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 CPO and ED as well as track data in Chapter's Salesforce records.

Volunteers and Coaches:

- Assist CPO to ensure sufficient adult mentors are available for First Tee School and Community Programs
- Assist CPO in implementation of Chapter Risk Management Policies and Procedures including ensuring compliance with First Tee's Safe Sport Policy
- Assist CPO in the implementation local coach training opportunities
- 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 CPO and ED.
- Network with staff at other chapters and exchange best practice ideas
- Develop and maintain partnerships with schools and other youth serving organizations
- Develop transition opportunities for outreach programs including First Tee School Program

Other duties as assigned by the CPO or ED.

Qualifications

- Commitment and passion for the mission and purpose of First Tee — North Coast
- 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 multi-task
- Preferred: First Tee Coach and/or completion of any level of First Tee Coach training
- Spanish speaking preferred or commitment to become bilingual in Spanish

Compensation \$25.00 to \$30.00 per hour

***To apply for this position, please e-mail a resume and cover letter to
Kyle Winn, kwinn@firstteenorthcoast.org***

