



Job Description: Program Director

Reports To: Executive Director

Classification: Full time, Exempt

Supervises: FTGNO Program Managers and Lead Coaches

Compensation: \$55,000- \$70,000 per year

- Bonus Incentive Program
- 50% employer-paid health, dental, vision.
- 401(k) plan with up to 3% employer match.
- 12 paid holidays plus 15 days of Paid Time Off (PTO).

First Tee- Greater New Orleans 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- Greater New Orleans 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- Greater New Orleans 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 Greater New Orleans.

Email Applications to: perry@firstteenola.org by March 30th, 2026

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 the Greater New Orleans 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.

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

The Program Director will represent the chapter to the community. S/he will embody the First Tee- Greater New Orleans'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- Greater New Orleans coaching team to ensure program effectiveness through evaluation of quantitative and qualitative analytics
- Expand and scale First Tee- Greater New Orleans's programming in additional high-priority, at risk neighborhoods
- 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

Essential Duties and Responsibilities:

Leadership and Management:

- Provide supervision, coaching and development opportunities to direct report staff
- Hire, train, and provide ongoing feedback, to direct reports that includes annual evaluations, discipline, and dismissal of low performing employees
- Updates job descriptions as needed
- Meet with the Executive Director and Operations 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 Operations Director to sustain, promote, budget, and grow departmental programs and services

Programming:

- Ensure high quality program delivery, providing oversight and instruction to the Program Managers (PM) and Lead Coaches of First Tee- Greater New Orleans programs
- Oversee all First Tee- Greater New Orleans on-course and community programs prioritizing diversity, retention, and advancement at all locations and maximizing the number of certifying participants
- Recruit and organize community partners within service area, with a particular focus on the partners surrounding chapter facilities/program locations to ensure the increased participation of underprivileged, underserved, and minority youth
- Organize and manage volunteer recruitment, training, onboarding, and development.

Administrative:

- Manage all Salesforce database records working with Program Manager (PM). This includes but is not limited to: tracking, certifying and documenting community partnership participant numbers and demographic information, providing reports for Executive Director on a monthly basis or as needed;
- Communicate and orient parents/participants via website, email, social media and phone calls;
- Work cohesively with Program Manager 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 training of the FTGNO 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 or PGA Class A certification is a plus
- Demonstrate exceptional communication, fiscal management and managerial skills;
- 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 secure Act 34 and 151 clearances
- Have a valid driver license, a reliable vehicle, and automobile insurance

Working Conditions

- Ability to work in FTGNO's various locations.
- Ability to work the hours necessary to complete the work.
- Ability to lift up to 25 lbs.

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.

Equal Employment Opportunity Statement:

First Tee – Greater New Orleans 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.