



Job Description
Outreach Coordinator

Chapter Overview

First Tee - Naples/Collier is one Chapter of an international non-profit youth initiative called First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets the First Tee apart from many other successful junior golf programs and youth development programs through sports.

Mission Statement

To impact the lives of young people by providing learning facilities and educational programs that promote character development and life enhancing values through the game of golf.

Reports to

The Outreach Coordinator reports to the Director of Programs and Director of Outreach Operations but will also receive directions and supervision from the Executive Director.

Supervises

The Outreach Coordinator supervises participants, coaches, volunteers pertaining to the Game Changers and Outreach programming.

Employment Status

Full time, Exempt

Job Summary

The primary responsibilities of the Outreach Coordinator are to support and assist the program staff with planning, scheduling, and delivery of the Game Changers programming and the Game Changers Academy summer camp in Collier County. This includes the transportation of the Game Changers participants to programs within the chapter's service area. The Outreach Coordinator is also responsible for maintaining the chapter Salesforce database for Game Changers participants and program, as well as assists with

tracking the participants programming goals within the organization's Game Changers' strategic plan.

The Outreach Coordinator will be a highly visible member of the community, representing First Tee – Naples/Collier throughout the service area. He/she will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community.

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 the Game Changers.
- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics and outcomes.
- Expand the scale of First Tee's Game Changers programming by providing program options during school breaks and outside of Summer Camp program times.
- Coaching all aspects of the First Tee curriculum to participants ages 7– 13, effectively creating and delivering strong lesson plans.
- Provide safe and efficient transportation of Game Changers participants for programming.

Responsibilities

Program Scheduling:

- Must become proficient in the First Tee Age Based Curriculum and the First Tee's Commitment to Being a Game Changer through the First Tee Coach Program.
- Work with staff to develop a program schedule for First Tee Game Changers Programming.
- Communicate with parents/guardians of Game Changers participants through orientations, phone calls, emails, mail, and the website.
- Maintain a strong relationship with Collier County Public School District as well as our Community Partner Organizations to assist in coordinating registration, schedules, transportation, program outcomes.
- Grow the Game Changers Academy Summer Program; securing golf course access; organizing field trips; Schedule guest speaker's; Recruit, train, & schedule Volunteers.
- Satisfy equipment needs for the Game Changers programs as well as maintain the quality of equipment and the learning center and/or golf course.
- Assist in the development/selection of training aids and material.
- Providing a safe environment
- Set-up/tear down of lessons at program locations

- Prepare ahead of time and engage volunteers to execute lesson plans motivate and inspire.
- Continue to learn – improve your own golf knowledge and the First Tee curriculum.

Management/Administration:

- Obtain and report programming metrics, operations data, and pertinent program data to the Director of Programs, Director of Outreach Operations and Executive Director monthly.
- Create and manage participant information and progress through First Tee online Participant database (Salesforce); maintain accurate records.
- Create and manage session registration of Game Changers programs and maintain accurate records within Salesforce.
- Utilize Salesforce to pull and produce reporting data.
- Create, administer and track pre and post survey data.
- Aid in the development of a retention and progression plan to move participants through the First Tee Game Changers programming.
- Network with staff at other chapters and HQ to exchange best practice ideas.
- Able to travel to attend Regional and Network Meetings as well as coach training; over three-to-four-days at a time.
- Able to travel throughout our service area (Immokalee, East Naples, Naples, Golden Gate, Lely/Manatee)
- Communicate with and submit documentation as required to First Tee HQ through the Director of Programs, Director of Outreach Operations and Executive Director.
- Work alongside staff to ensure that Game Changers participants are eligible to achieve college and vo-tech scholarships.
- Provide recognition and awards for participants.
- Create and maintain an inventory of all Game Changers equipment and materials. Ensuring that all program equipment and materials are in good working order; submit request for new equipment and materials in a timely manner.

Coaching:

- Attending First Tee Coaches Training with the goal of achieving Level III status.
- Understanding the requirements of a First Tee Coach and the requirements of volunteers.
- Make the game and experience fun for participants through the development and delivery of First Tee lesson plans.
- Provide a safe environment.
- Conduct “On-Course” orientations for participants & their parents/guardians.

Transportation:

- Follow all traffic laws while driving in a defensive manner to ensure the safety of the participants and staff in the vehicle.
- Ensure chapter vehicles are consistently maintained in a clean, organized, and presentable condition, including interior and exterior upkeep through routine cleaning so that they meet our chapters professional standards.
- Keep accurate records through the transportation log that includes gas usage, mileage, safety checks prior to usage, trip destination information and other data.
- Ability to operate a vehicle for long periods of time (6 hours).

Volunteers:

- Recruit, secure, & maintain volunteers, and golf professionals in the delivery of safe and highly effective programs.
- Develop partnerships with Community & School program partners.

Other duties as assigned by the Director of Programs, Director of Outreach Operations or Executive Director.

Preferred Qualifications

- Bachelor's degree in sports administration, business management, education, recreation, or Non-profit related fields.
- Prior experience in a fast paced, high demand environment. Nonprofit experience preferred. Must understand the importance of deadlines and be able to meet them.
- Deep commitment to the Mission of First Tee – Naples/Collier
- Demonstrate exceptional communication, time management, fiscal management, and managerial skills.; Ability to multitask and reprioritize duties on an ongoing basis.
- Adhere to the standards of conduct and involvement established by First Tee.
- Charismatic, personable, and motivational in working with youth, volunteers, and donors.
- Ability to work different hours when programs are in session.
Example: Program hours may start early in the morning or extend until 6:30 p.m. or 7:00 p.m. in addition to driving time.
- Must have a valid driver's license and clean driving record.

Requirements

- Must submit to background check and complete SafeSport Training
- Must submit to required background check and fingerprinting for the school district and partner organizations.
- Must be able to lift 25lbs, stand on feet for duration of program set-up, takedown, and program time, and be able to work in variable outdoor conditions.

Salary and Benefits

- Full Time, Exempt
- Competitive compensation will be commensurate with experience including base salary, bonus opportunity.
- Health Coverage – Company covered plan or reimbursement for health coverage (Available after a 90-day probation period).
- 10 Paid Vacation Days (after conclusion of 90-days) plus 12 major holidays off.
- After every year you add one vacation day, employees will receive 2 days of vacation after 5 years: plus, the above Holiday's. Up to three days may be carried over into the next year. Any additional unused vacation will be forfeited if not used.
- Sick Leave – 5 days/year plus 3 days for children's appointments.
- Mileage reimbursement for program-related travel with personal vehicle.
- IRA retirement package (available after 6 months).

To Apply:

- Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume and three references to lulia@firstteenaplescollier.org
- Closing date until it is filled. First Tee - Naples/Collier has the right to close or extend the hiring for this position at any time.