



Community Outreach Coordinator

First Tee – Middle Georgia *Macon, GA*

First Tee – Middle Georgia is seeking a dedicated and organized **Community Outreach Coordinator** to support the expansion of our youth development programs across local schools and community partner sites. This role is ideal for someone who is passionate about empowering young people, building strong relationships, and helping grow programs that make a meaningful impact.

About First Tee – Middle Georgia

First Tee uses golf as a vehicle for teaching life skills, character values, and healthy habits to young people. We partner with schools, community organizations, and families to ensure all youth — regardless of background or financial circumstance — have access to high-quality, positive experiences.

Position Summary

The Community Outreach Coordinator plays a key role in strengthening relationships with schools and community partners, supporting program delivery, and helping expand access to First Tee programming. This position works closely with the School PE Program Director, assists with launching new afterschool programs, and provides coaching support where needed.

Key Responsibilities

School & Program Coordination

- Serve as the primary communication link with the **School PE Program Director** to support scheduling, curriculum alignment, and program logistics.
- Coordinate with school administrators and PE teachers to ensure smooth delivery of in-school programming.
- Assist with equipment preparation, transport, and inventory for school-based programs.

Afterschool Program Development

- Lead the creation and launch of **two new afterschool programs in Bibb County schools**, including planning, scheduling, staffing, and participant recruitment.



- Maintain ongoing communication with school leadership to support program success.
- Track attendance, engagement, and program outcomes.

Community Partner Engagement

- Work closely with established **community partners** to maintain strong relationships and deliver consistent programming.
- Support partners with scheduling, communication, and coordination of coaches, equipment, and lesson plans.
- Identify opportunities to strengthen or expand collaborative programming.

Coaching & Program Delivery

- Coach classes as needed across school and partner sites, ensuring lessons reflect First Tee's curriculum and youth-development standards.
- Provide on-site support for volunteer and part-time coaches.
- Assist with training new coaches and volunteers.

Position Requirements

Minimum Qualifications

- High school diploma required.
- Experience working with youth in educational, recreational, or community settings.
- Program coordination or school-based experience strongly preferred.
- Coaching or teaching experience (golf or other sports) is a plus.

Skills & Competencies

- Strong communication and relationship-building skills.
- Ability to manage multiple programs and schedules.
- Organized, reliable, and able to work independently.
- Commitment to inclusivity, youth development, and First Tee's core values.

Certifications & Compliance



- **Successful background check** is required prior to employment and maintained throughout employment.
- **Completion of U.S. Center for SafeSport training** prior to working with youth; annual refresher training required.
- Completion of **First Tee coach training modules** and participation in ongoing coach development.

Additional Requirements

- Valid driver's license and reliable transportation.
- Ability to lift and transport program equipment (20–40 lbs).
- Availability during afterschool hours and occasional weekends.

Compensation & Schedule

Salary: \$40,000

Full Time – 32 to 40 hours per week

How to Apply

To apply, please email a resume to elliott@firstteemiddlegeorgia.org