First Tee – Metropolitan New York

Position Title: Assistant Program Director – Mosholu Golf Course

Start Date: ASAP

Annual Salary: $65,000

Benefits: Medical/dental insurance, EZPass, potential for year-end bonus

Position Summary

The Assistant Program Director at Mosholu Golf Course will play a key role in delivering high-quality youth development programs through golf. The ideal candidate will be passionate about positively impacting young people, organized, communicative, and ready to lead both on and off the golf course.

Responsibilities

- Teach and lead First Tee-sanctioned programs at Mosholu Golf Course and designated locations.
- Instruct community outreach groups both on-site and at partner schools or organizations.
- Communicate with families about program opportunities, as directed by the Program Director.
- Drive retention and progression of current participants.
- Promote and increase participation of Mosholu participants in chapter-wide special events.
- Collaborate with the team to meet program goals.
- Utilize platforms such as Salesforce, Constant Contact, and the First Tee App for daily communications and operations.
- Train and support coaches and volunteers in delivering the First Tee curriculum.
- Maintain active status with the Sport80 training platform.
- Prepare promotional materials, program assessments, and manage equipment and grounds as needed.
- Submit bi-weekly written reports and participate in end-of-session evaluations.
- Lead and support donation initiatives.
- On a project basis in coordination with the Executive Director, manage and support digital marketing initiatives to promote FTMNY storytelling via social media, email, etc.

Schedule & Commitment

- Schedule includes weekday and weekend programming at Mosholu Golf Course and designated after-school program sites.
- Hours may vary from morning to evening based on programming needs; flexibility is essential.
- Schedule subject to change in coordination with the Program Director.

Preferred Qualifications

- 2+ years of experience working with youth in a recreational, educational, or sports setting.
- Demonstrated leadership in program coordination, instruction, or youth mentorship.
- Experience with golf instruction, or a strong understanding of the game and its values.
- Ability to train, supervise, and mentor staff, volunteers, and coaches.
- Proficient with technology tools including Salesforce, Constant Contact, and mobile apps (or ability to learn quickly).
- Strong communication and interpersonal skills; ability to connect with families, youth, and community partners.
- Valid driver's license with a clean driving record; ability to travel between program sites within the metropolitan area.
- Available to work flexible hours, including weekends and evenings.

To apply, email your cover letter and resume to Anthony Rodriguez, PGA – Senior Program Director at arodriguez@tftmny.org.