

## **Program Director**

The First Tee of Connecticut  
Cromwell, CT



### **Facility Profile**

The First Tee of Connecticut is one chapter of an international non-profit youth initiative called The 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 are also 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 sport. Through programs at 22 outdoor locations, in 157 schools and in partnership with local youth service agencies, we help shape the lives of over 70,000 young people from all walks of life by reinforcing values like integrity, respect and perseverance through the game of golf.

### **Mission Statement**

The First Tee of Connecticut is a youth development 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.

### **Reports to Executive Director**

**Supervises** all coaches and volunteers for programs across the state in addition to Summer Interns.

### **Job Summary**

The Program Director provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills Experience. The Program Director also is responsible for the supervision of daily program operations, course access, facility and fiscal management, policy implementation and safety of all programs operated by The First Tee of Connecticut and works together as a team with the Executive Director and Development Staff to achieve the chapter's mission

### **Program Management/Administration:**

- Develop, implement and update program policies and procedures.
- Direct development and adherence to the Program and Operating Budget.
- Coordinate registration, schedules, transportation and lesson plans for clinics, workshops, trainings and with youth service organizations and school programs.
- Fulfill equipment, supply and facility needs for the programs.
- Develop retention and progression plans to move participants through the certification levels.
- Provide recognition and awards for participants including named scholarships.
- Encourage Birdie level youth and higher to participate in network benefits and opportunities.
- Maintain the quality of equipment and all instructional areas.
- Track participants' information and progress through The First Tee online participant database – maintain accurate records and submit quarterly.
- Report program metrics, operations data, and pertinent program data to the Executive Director and Board.

### **Coaching and Instruction:**

- Develop a coaching management system to ensure sufficient adult instructors and quality programming; including recruitment, training, evaluation, recognition, and retention plans.
- Develop programs and implement The First Tee curriculum as outlined in The First Tee guidelines.
- Must become proficient in the Target program and the delivery of Par, Birdie and Eagle modules.

- Direct the instruction of The First Tee Life Skills experience and the administration of The First Tee Certification process.
- Make the game and experience fun for participants.
- Assure a continuously safe environment.

#### **Volunteers and Families**

- Develop a volunteer management system to ensure sufficient, quality adult mentors.
- Develop written roles and responsibilities for volunteer positions.
- Recruit and train volunteer staff in order to deliver quality programs and assist with and lead classes.
- Communicate with parents/participants through website, email and mail.
- Lead parent orientation programs.
- Provide opportunities to engage parents in their child's learning.
- Provide opportunities for participant family members to learn the game of golf.

#### **Communications and Community Outreach**

- Represent The First Tee of Connecticut in the community and aid in fundraising, marketing, public relations and communication efforts.
- Oversee maintenance and updating of chapter website and social media.
- Assist in the creation of promotional brochures to increase awareness for program and facilities.
- Communicate with and submit documentation as required to The First Tee Home Office.
- Develop partnerships with schools and other youth service organizations like YMCA, Boys and Girls Clubs, PAL's, camps, scouts, etc.
- Network with other chapter colleagues and participate in national programs.

#### **Program Locations**

- Identify and recruit strategic program affiliate locations across the state.
- Create and maintain positive relationships with program location partners.
- Operate, assess and maintain high quality programs and operations at each site.
- Effectively utilize access to golf courses and practice areas.
- Oversee management and maintenance of the Learning Facility in Cromwell.

#### **Requirements**

- Bachelor's Degree in the areas of sports administration, education, recreation or related field.
- Demonstrate exceptional communication, fiscal management and managerial skills.
- Adhere to the standards of conduct and involvement established by The First Tee.
- Experience in identifying and managing instructional staff and volunteers.
- Charismatic, personable, and motivational in working with youth, volunteers and the public.
- Able to travel to attend Academies, Regional and Annual Meetings and training sessions.
- Strong written communication skills.
- Demonstrates exceptional interpersonal relations.
- Proven knowledge of computer technology including website, internet and computer-based applications such as Word and Excel.

#### **Compensation and Benefits**

The compensation consists of a salary of \$45,000-\$65,000 (salaried only position). Benefits are listed on further screens.

Potential benefits to include access to health care plans, SEP IRA with employer contribution and financial support for educational opportunities relevant to job performance.

#### **Application Instructions**

Application Deadline: Friday, September 15, 2017

Please submit your Cover Letter, Resume and References, preferably in a .pdf format, to the [info@thefirstteect.org](mailto:info@thefirstteect.org).