



## Position

Program Manager, First Tee – The Lowcountry

## Organization

First Tee – The Lowcountry has been creating 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 – The Lowcountry 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 our Hilton Head Island Learning Center, several golf facilities in Beaufort and Jasper counties and in 24 elementary schools.

## Position Summary

The Program Manager (PM) will be responsible for assisting the Program Director in securing program locations, especially in Northern Beaufort County and Jasper county, helping to recruit, train and evaluate volunteer coaches for both lead and assistant coach roles and serve as a lead coach. The PM will be responsible for ongoing relationships with existing schools in the First Tee School Program and First Tee Community Program, evaluating, recruiting and onboarding new schools within the chapter's' service area. The primary purpose of these programs is to introduce First Tee and the game of golf to young people in a way that will inspire interest and lead to continued participation. 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.

The PM will report to the Program Director but will also receive direction and supervision from the Executive Director.

The PM will be a highly visible member of the community, representing First Tee – The Lowcountry throughout the service area. S/he will embody the First Tee's strong

commitment to its youth and will promote the organization throughout the community.

*Key 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 for youth;
- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics;

## **Responsibilities**

Program Scheduling:

- Work with local golf facilities, school districts and community partner organizations and assist in coordinating registration, schedules, transportation, transition opportunities, submission of the number of youths served and lesson plans for clinics, trainings, and programs
- Create and implement off-season and supplemental programs.
- Satisfy equipment needs for the programs.
- Assist in the development/selection of training aids and materials.
- Work with partner youth service providers to schedule outreach programs.
- Work with partner youth service providers to coordinate transportation as needed.

Coaching:

- Must advance through the First Tee Coach Program to a minimum of level 2 and potentially Level 3 and beyond.
- Develop programs and implement First Tee life skills education as outlined in the First Tee guidelines.
- Coach the First Tee golf and life skills experience.
- Make the game and experiences fun and challenging for participants.
- Orchestrate continued learning opportunities for participants.

Management/ Administration:

- Work with Program Director to assist in developing, implement, and updating program policies and procedures.
- Assist in developing and adhering to the program & operating budget.
- Report program metrics, operations data, and pertinent program data to the Program Director and Executive Director as well as track data in Chapter's Salesforce records.
- Attend Program Committee meetings.
- Assist in maintaining youth golf clubs in organization and inventory.

#### Volunteers and Coaches:

- Assist Program Director to ensure sufficient adult mentors are available for First Tee School and Community Programs
- Assist Program Director in implementation of Chapter Risk Management Policies and Procedures including ensuring compliance with First Tee's Safe Sport Policy
- Assist Program Director in the implementation of local coach training opportunities.
- Ensure sufficient volunteers are available for Community Partnerships programs, special events, and/or clinics.
- Work with community partners and school districts to recruit and train program staff to assist with and lead classes.

#### Community/ Network Outreach:

- Participate as directed in special events.
- Communicate with and submit documentation as required to First Tee Headquarters through the Program Director and Executive Director
- Network with staff at other chapters and exchange best practice ideas.
- Develop and maintain partnerships with schools and other youth serving organizations.
- Develop transition opportunities for outreach programs including First Tee School Program

*Other duties as assigned by the Program Director or Executive Director.*

### **Qualifications**

- Commitment and passion for the mission and purpose of First Tee – The Lowcountry
- Adherence to the standards of conduct and involvement established by First Tee
- Exceptional communication, interpersonal relations and organizational skills
- Charismatic, personable, and motivational in working with youth and volunteers.
- Ability to travel to meet with partner organizations, schools, trainings, chapter and Network events as required and manage a flexible work schedule.
- Working knowledge of the game of golf with the ability to coach
- Experience in identifying and working with program staff and volunteers.
- Exceptional time management skills and ability to multi-task
- Preferred: First Tee Coach and/or completion of Level 1 of First Tee Coach training

### To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to: [aimmel@thefirstteelowcountry.org](mailto:aimmel@thefirstteelowcountry.org)

Closing date for this position is 5/1/2024. First Tee –The Lowcountry has the right to accelerate or extend the closing date of this position at any time.

### Salary Range and Job Type

Compensation: Initial Starting Salary is expected to be \$40,000/year.

Benefits include 90% of the base health, dental and vision insurance plan for the employee paid by chapter. Additional insured are the responsibility of the employee. An upgrade of the health insurance plan is available at employee's cost

Additional income is available if the successful candidate undertakes operating the Hilton Head Island Junior Golf Association, more will be available about this opportunity during the interview process.

Mileage reimbursement

Full Time

**Equal Employment Opportunity Statement:**

First Tee –The Lowcountry 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.