



Position: Program Director

Supervisor: Executive Director

FLSA Status: Full-time, Exempt

Mission: Deliver a targeted curriculum of golf and character development, life skills academic support, higher education, mentorship, and career development.

Position Summary: The Program Director provides leadership to day-to-day operations of First Tee Golf & Life Skills experience, program development, planning, scheduling, facility utilization, policy implementation, and safety.

Qualifications:

- Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California
- Business school graduation or two years of college-level courses generally related to the activities
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation, or related field
- Pass criminal background checks through the FBI and California DOJ
- Pass Drug Screening
- Possess an appropriate California Driver's License with a driving record acceptable to First Tee - Monterey County
- Be insurable by First Tee - Monterey County
- Exceptional communication, fiscal management, and managerial skills

Duties and Responsibilities: Under the direct supervision of the Executive Director:

- Promote First Tee's mission by modeling First Tee Nine Core Values and adherence to the First Tee Code of Conduct
- Ensures that all participants can enjoy the benefits extended to them through First Tee - Monterey County and other youth development partner organizations.

- Directs and manages Campus Coordinator and ensures all Golf and Life Skills Coaches, Center for Learning staff, interns, and volunteers are properly supervised and managed.
- Ensures seamless integration of programming and facility use.
- Oversees successful and functioning chapter committees including; staff committees and GoTo, Teams, Parent Advisory Committee, and Youth Advisory Committee.
- Overall responsibility for providing up-to-date and accurate information to Executive Director for; registration, attendance, certification results, program schedules, transportation, special events, and curriculum delivery.
- All of the duties and responsibilities of a Golf and Life Skills Coach.
- Assist in developing and adhering to the operating budget.
- Able to travel to attend Regional and Annual Meetings and training sessions.
- All other tasks as assigned.

Preferred Qualifications:

- Recognized First Tee Coach or Master Coach
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation Social Work, or related field
- At least two years of experience in a youth development organization and/or as a credentialed school educator
- At least two years of experience as a recognized First Tee Coach and/or PGA or LPGA golf professional or apprentice
- Three years' experience as a PGA of America or LPGA teaching professional
- Experience in identifying and managing an instructional staff and volunteers
- Bilingual fluency in English and Spanish is desirable

Other Responsibilities:

- Assist Program Coordinator in representing the Chapter to the community and aid in fundraising, marketing, public relations, and communication efforts
- Assist the Program Coordinator in adhering to the operating budget
- Assist Program Coordinator with the development of new procedures, schedules, and programs
- Assist as a chapter contact for applicants, volunteers, teachers, principals, students, and parents
- Create flyers and notices to participants and parents regarding schedule changes, special events, and related routine communication

- Network with FT chapter colleagues and exchange best practice ideas
- Assist Program Coordinator and Executive Director with public education and outreach activities (School, Kiwanis, Rotary Chambers of Commerce, etc), including public presentations, advocacy, training, and testimony
- Assist with Parent Orientations and maintain communication with parents

Physical Requirements: The position requires standing, walking, crawling, and sitting. Position involves the use of a keyboard involving repetitive motions with fingers, and the use of a telephone and face-to-face communications that require the accurate perception of speech as well as talking and hearing. Position requires the use of tools or controls. The employee is occasionally required to sit for prolonged periods. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. The noise level in the work environment is usually moderate.

Apply Today: Email Cristina Herrera, Human Resources Director, at cherrera@fcf-ca.org with your resume to apply.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The incumbent must have the abilities or aptitudes to perform each essential function proficiently with or without reasonable accommodation. FTMC is a dynamic work environment

where positions evolve and change. Therefore, FTMC reserves the right to modify, delete, or add job duties, responsibilities, and skills that are stated in this job description at any time.