



Program Manager
Position Description
Effective January 1, 2019

Reports to:

The Program Manager reports to the Program Director.

Supervises:

The Program Manager directly supervises all coaches, program volunteers and participants at Tom Watson Golf Academy location and other sites in Missouri. The Program Manager indirectly supervises all coaches, program volunteers and participants of The First Tee in general and all outreach programs as assigned.

Job Summary:

The Program Manager provides leadership and management of all of program activities at Tom Watson Golf Academy (TWGA) and other sites in Missouri. The Program Manager oversees all program staff including hourly (coaches and interns) and independent contractors (coaches) involved in activities at Tom Watson Golf Academy and the School programs.

Roles and Responsibilities:

Coaching:

- Complete and remain active in The First Tee Coach Program
- Deliver and administer some of The First Tee Life Skills Experience Program and Certification process at sites as needed.
- Provide a safe environment, maintain certification in CPR and sports first aid
- Deliver outreach clinics and activities associated with NSP and PGA SNAG School programs
- Deliver other outreach clinics as assigned

Scheduling:

- Coordinate registration and schedules for all Missouri sites with The First Tee and the golf course.
- Schedule appropriate staffing for all Tom Watson Golf Academy activities
- Schedule opportunities for ongoing oversight of in-school programs with school instructors.
- Provide club fitting and repair services at Tom Watson Golf Academy and for schools as needed
- Coordinate with PGA staff and the SNAG school program to provide clinics and on-going training for school staff.
- Effectively schedule golf course and practice areas to increase numbers of children reached through Life Skills Experience program.

Management/ Administration:

- Create and maintain relationships with Orion staff at TWGA and other Missouri sites
- Coordinate with other staff and those who work with in-school program
- Update and maintain website for program information, including, but not limited to staff biographical information, program schedules, activities and blogs as needed
- Update and maintain database and registration information for all Life Skills Experience participants, In-School programs, Outreach events and National Schools Programs
- Track participant progress accurately in database
- Maintain the quality of equipment and all instructional areas
- Develop, implement, and update program policies and procedures
- Implement Risk Management and Child Safety procedures
- Assist in developing and adhering to the Program & Operating budget
- Encourage participants to register and participate in National opportunities and PGA opportunities

Outreach:

- Represent the Chapter to the community and assist in fundraising, marketing, public relations and communication efforts
- Participate in golf shows and tournaments
- Develop partnerships with PGA foundation as directed by the Program Director and school districts and related staff
- Develop transition opportunities for outreach programs

Communication:

- Communicate with parents/participants through website, email, apps and mail
- Utilize the coach website as a portal with chapter coaching staff to provide curriculum and other important information
- Write blogs for coach website and main website
- Develop materials for email and print for schools to encourage students to transition to The First Tee
- Maintain consistent communication to provide assigned reporting

Volunteers:

- Utilize the volunteer management system to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans
- Involve volunteers and golf professionals in the delivery of programs
- Assist in recruiting and training program staff to assist with and lead classes

Parents:

- Lead parent orientation programs at each site
- Participate in opportunities to engage parents in their child's learning
- Provide opportunities for participant family members to learn the game of golf

Preferred Qualifications:

- Minimum of Bachelor's Degree in sports administration, business management, education, recreation or related field
- Experience as a PGA of America or LPGA teaching professional a plus, golf knowledge required
- Coaching, teaching or training experience required
- Demonstrate exceptional communication, fiscal management and managerial skills
- Ability to physically carry out duties of the position including walking long distances, carrying golf materials, working in extreme summer weather conditions
- Ability to work independently and lead multiple classes and coaches at once
- Charismatic, personable, and motivational in working with youth and volunteers
- Candidate must successfully pass a background check
- Viable vehicle and license to drive between sites as needed
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings

Contact person: Brigette Chirpich – bchirpich@thefirstteekc.org

Position: Exempt-full time