



REPORTS TO: Sr. Director of Operations & Programming

CLASSIFICATION: FULL-TIME – Non-exempt

COMPENSATION: Commensurate with experience

LOCATION: In Office, 1810 Lee Road, Orlando, FL 32810

Our mission: 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.

Company Name: First Tee — Central Florida

Contact: Julie Leventhal, kindly e-mail resumes to julieleventhal@thefirstteecfl.org

Job Title: Program Coordinator

Summary: The Program Coordinator supports the Sr. Director of Operations and Programming (SDOP) in all aspects of program management and implementation. This includes but is not limited to assisting with program administration, delivery of First Tee – Central Florida programming, effectively communicating with participants, parents, guardians, staff, coaches, volunteers, and facility staff at Program Locations, and community outreach interaction.

Key competencies we are seeking include being a motivated self-starter, effective verbal, and written communication skills, possesses technology talent, extremely organized and thorough, thrives on managing a myriad of responsibilities meeting deadlines with great attention to detail and accuracy, is sincerely a people-person with a passion for youth development. Golf knowledge is desired.

Job Qualifications

The ideal Program Coordinator will possess experience in program administration and management. Knowledge of First Tee – Central Florida curriculum and/or junior golf programs is a bonus.

- All candidates must pass a background check.
- The candidate must possess the organizational skills necessary to independently fulfill job duties and responsibilities with a keen eye for detail.
- Verbal communication skills are essential as the candidate will need to effectively communicate with diverse groups including participants, parents and guardians, staff, coaches, volunteers, facility staff at Program Locations and community members at large.
- The candidate must possess customer service skills to ensure each participant, their family, volunteers, and members of the community enjoy their First Tee – Central Florida experience.
- Proficiency using web-based software including Salesforce, Google, WordPress, and Microsoft Office is preferred
- Ability to work well within a fast-paced, varied group setting
- Self-starter, takes initiative, needs limited supervision and direction
- Candidate must have transportation to travel to and from appointments and activities
- Candidate must have flexibility to work evenings and weekends when needed
- Candidate must be able to travel one to two weeks a year
- College degree preferred

Duties and Responsibilities

- Coordinate registration including online support, and manage Financial Aid applications
- Maintain accurate participant information, progression, and retention data
- Create attendance sheets for coaches, and maintain attendance records for reporting purposes
- Report program metrics, operations and program data as needed
- Communicate to parents, coaches, volunteers, and course location staff, class confirmations, start dates, tee times, expectations, policy and procedures, changes and cancellations when applicable coaches, volunteers, and golf course location staff
- Update website and social media with program registration information, activities, and classes
- Create and maintain site equipment lists and material needs for all program locations
- Perform special projects of a moderate to highly skilled nature
- Manage volunteer inquiries, onboarding to include SafeSport background check and training, orientation scheduling with SDOP and maintain the volunteer management system
- Coordinate the planning, registration, and execution of chapter special events
- **Manage the critical details associated with events and special projects as assigned by the SDOP**
- Become proficient in First Tee-Central Florida Coach Program to lead or assist in the delivery of lessons
- Create lesson plans for all curriculum in conjunction with SDOP
- Assist in identifying and implementing chapter and network goals
- Develop relationships with schools, community centers, and youth serving organizations; work with HQ to onboard the new locations
- Maintain communication, program evaluation, and where needed, reinvigoration of schools and community center locations.
- Coordinate special opportunities for school and community program participants
- Assist in the observation and evaluation of coaches and track their continuing education progress
- Assist with the communication of network benefits and national opportunities to participants and ensure timely submission of applications.
- Complete additional tasks, projects and responsibilities as needed.

Benefits

- Competitive compensation
- Mileage Reimbursement at IRS rate
- Cell Phone Reimbursement Credit
- Health Insurance Stipend