

Position: Program Specialist

Reports To: Program Director

Status: Full time, Exempt

Location: San Antonio, TX

Date Posted: TBD

Start Date: ASAP

Chapter Overview:

First Tee - Greater San Antonio is one chapter of an international non-profit youth initiative called First Tee. First Tee was created in 1997 by the World Golf Foundation and First Tee - Greater San Antonio was founded soon after, in 2000. The First Tee was founded 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.

Mission Statement:

Empowering youth to build character and life skills through the game of golf.

Job Summary:

Program Specialist undertakes a variety of program management responsibilities between kids, parents, and staff. Program Specialist works closely with Program Director and Program manager on the execution of programs and ensure team members have everything they need to complete their task including creating program material, set-up, take-down, and documentation. In addition, participate and be involved in special events. The Program Specialist will also assist the Golf Operations Manager in San Antonio Golf Association events when available.

Roles and Responsibilities:

Management/ Administration:

- Management of participants' information and progress through the First Tee online participant database; maintain accurate records and submit quarterly
- Adhere and understand the Program & Operating budget
- Ability to speak to potential First Tee stakeholders about First Tee Program
- Implement and update program policies and procedures
- Manage participant and volunteer CRM
- Attend staff meetings
- Utilize different software programs to update parents/participants on latest news.

Coaching:

- Develop programs and implement First Tee Life Skills Education as outlined in First Tee guidelines
- Coach First Tee Life Skills Experience
- Make the game and experience fun for participants
- Provide a safe and inclusive environment
- Conduct program orientations for participants and families
- Assist in the development of coaches and volunteers in the First Tee program

Program Scheduling:

- Works closely with Program Director and Program Manager in the management of registration, schedules, and lesson plans for clinics, trainings, summer camps and First Tee programs and other youth services organizations and schools
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the programs
- Maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials

Volunteers:

- Participate in volunteer appreciation events
- Involve volunteers and golf professionals in the delivery of programs
- Recruit and train program staff to assist with and lead classes

Parents:

- Participate and execute parent orientation programs.
- Build and maintain strong relationships with parents
- Communicate with parents/participants through website, text, and email
- Provide opportunities to engage parent's in their child's learning

Community/ Network Outreach:

- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts
- Participate in organization events and tournaments
- Network with other Chapter colleagues and exchange best practices

Program Affiliates:

- Create and maintain relationships with program affiliate partners

Preferred Experience:

- Bachelor's Degree in sports administration, business management, education, recreation, or related field
- Advanced golf knowledge
- Previous experience in youth development & volunteer program

Required Skills:

- Demonstrate exceptional communication, fiscal management, and managerial skills
- Charismatic, personable, and motivated
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings
- Innovative thinker who is positive, proactive, and readily embraces change
- Strong written and verbal communication skills
- Detail-oriented & self-motivated
- First Tee Mission, Vision & Values alignment
- Ability to work flexible schedule, including nights and weekends as required

Physical Requirements

- Ability to communicate clearly verbally and in writing
- Ability to stand (up to 3-4 hours at a time) and sit, and able to walk up to 1 mile at a time
- Ability to lift up to 30 pounds

Work Environment

- Office conditions and;
- Outdoors including working in all conditions including extreme heat and cold

Compensation:

- Salary is commensurate with experience and other qualifications
- Benefits include medical, dental & vision insurance, Simple IRA (matching), PTO, mileage & cell phone reimbursement
- Golf playing privileges & merchandise discounts

Submit resume and cover letter to Kellen Kubasak at kellen@golfsanantonio.org