

Position: Program Specialist

Reports To: Director of Program Operations

Status: Full time, Exempt

Location: San Antonio, TX

Date Posted: November 24, 2025

Start Date: ASAP

Chapter Overview:

First Tee – Greater San Antonio is part of an international youth development organization, First Tee, founded in 1997 by the World Golf Foundation and now resides under the PGA Tour. Our chapter was established in 2000 and carries forward the mission of providing young people—regardless of ethnicity or economic background—access to golf and character education that instills life-enhancing values like honesty, integrity, and sportsmanship.

Mission Statement:

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

Job Summary:

The Program Specialist plays a key role in supporting the success of First Tee – Greater San Antonio's youth development programs. This entry-level position is ideal for a highly organized, detail-oriented, and mission-driven individual who enjoys working in both administrative and hands-on coaching environments. The Program Specialist ensures operational excellence across programs by managing logistics, data, and communication, while also engaging directly with participants as a certified First Tee Coach.

Primary Responsibilities:

Program Administration & Operations

- Manage accurate data and reporting within the CRM (Salesforce), including program logistics, participant and family information, and session registrations.
- Support the Program Manager with volunteer and coach onboarding, ensuring compliance with all youth safety requirements, including background checks and SafeSport certification.
- Maintain organized inventory records and coordinate supply distribution to ensure each program location is fully equipped for consistent delivery.
- Assist with the management and reporting of participant and parent surveys to assess program quality and impact.
- Support special programs and partnerships such as Youth on Course, STPGA, and PGA Junior League, including account setup, updates, and communication.
- Provide administrative support to the program team as needed to ensure smooth day-to-day operations.

Program Delivery & Coaching:

- Become certified as a First Tee Lead Coach and actively coach assigned classes to stay engaged with participant experiences and program delivery.
- Deliver First Tee's Golf and Life Skills Experience curriculum with enthusiasm, professionalism, and consistency.
- Create a safe, welcoming, and inclusive learning environment where all participants feel valued and supported.
- Serve as a mentor and positive role model, promoting First Tee's Five Key Commitments and Nine Core Values.
- Adapt instruction and activities to accommodate varying skill levels and learning styles.
- Assist with equipment setup, site management, and logistics at assigned program locations.
- Build and maintain positive relationships with participants, families, volunteers, and community partners.
- Participate in ongoing coach training and certification through First Tee's professional development pathway.

Communication & Outreach:

- Deliver timely and accurate communication to parents and participants through email, phone, and other digital platforms.
- Support community outreach events, clinics, and special programs to promote First Tee's mission and expand community impact.

Other Duties:

- Perform additional responsibilities as assigned in support of the mission and strategic goals of First Tee – Greater San Antonio.

Qualifications:**Preferred Education & Experience:**

- Bachelor's degree in sports administration, business, education, recreation, or a related field.
- Minimum one year of experience in youth development programming, recreation, or a sports-related environment.

Required Skills & Attributes:

- Strong organizational skills with the ability to manage multiple priorities and logistics across various sites.
- Excellent communication and interpersonal skills with the ability to engage youth, families, coaches, and community partners.
- Proactive problem-solving abilities and a focus on process improvement.
- Collaborative mindset with a commitment to a positive, inclusive, and team-oriented culture.
- Proficiency with Microsoft Office Suite; Salesforce experience preferred.
- Genuine interest or experience in golf is highly desirable.
- Availability to work evenings and weekends during peak programming seasons.

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 to up to 30 pounds.

Work Environment

- Combination of office and outdoor environments, including exposure to varying weather conditions.
- Primarily in-office role with travel to satellite program sites.

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 Kyle Kirk at kyle@firstteesanantonio.org.