



Office Coordinator Job Description

Chapter overview

The First Tee of Greater Seattle is one chapter of a national/international non-profit youth initiative called The First Tee. Our legal name is Seattle Jr. Golf Foundation and we do business as The First Tee of Greater Seattle. We are a separately incorporated 501(c)(3) organization. The First Tee was created by the World Golf Foundation in 1997 to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as sportsmanship, perseverance, and courtesy. By engaging young people in a combination of life skills, leadership and golf activities, they are exposed to positive traits to help them achieve goals in life. In the process, participants can become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from other successful junior golf and youth development programs. In 2015, The First Tee of Greater Seattle won the Community Impact Award for Youth Development from *Seattle Business* magazine as a top charity serving youth in Washington State.

The First Tee of Greater Seattle was created in 2002 through a collaborative effort of The First Tee, Broadmoor Golf Foundation and the City of Seattle. Currently, the chapter is serving over 2000 youth each year in its certifying Life Skills program. The First Tee of Greater Seattle started programming in 2003. We have existing partnerships with over a dozen allied organizations, including: Boys and Girls Clubs, community centers, and others. We also reach approximately 100,000 students in schools through the National School Program where training, curriculum development and equipment is supplied to over 200 schools in 10 school districts plus 13 parochial schools. We make efforts to transition these students into our regular program at our facilities.

Mission statement

To positively impact the lives of young people from all backgrounds by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

Direct Report

The office coordinator will report directly to the Data and Office Manager.

General Administration

- Serve as staff for board meetings, coordinate arrangements, and copies of agendas and minutes; help with recording board meeting minutes.
- Answer office phone and reply to miscellaneous e-mails regarding program.
- Review and provide routine maintenance and updates to chapter website.
- Assist with maintaining participant database via salesforce.
- Track donations of in-kind gifts and some financial gifts when received.
- Manage office and keep office stocked with supplies and marketing materials.
- Photocopy as needed.
- Maintain phone, voice mail, and cell phones.
- Maintain office equipment, furniture, computers, printers.
- Handle mailings for programming and fundraising and utilize U.S.P.S. bulk mail account.

- Other general administrative tasks as assigned.

Marketing and Promotions

- Help maintain records and photos of programming and fundraising activities.
- Work with staff to provide website support for improved use as a communication and recruitment tool.

Programming Coordination

- Assist with The First Tee class instruction as needed.
- Work with Program Director with various administrative and scheduling tasks to ensure programming needs are met at all facilities.
- Process intake of new volunteers and contacts into chapter database.
- Attend and assist with quarterly coach and volunteer workshops as needed.

Fundraising and Events

- Assist with organization of special events and fundraising opportunities, including golf tournaments

Key attributes

- Cooperative – Willing to be a team player and able to work effectively with other employees, volunteers and golf course staff with “can-do” orientation
- Collaborative – Works well in a team environment where everyone is expected to pitch in, even in areas outside of one’s job description, to do what needs to be done for the overall good of the organization
- Helpful – Has the expertise and job knowledge to be a resource to others and willing to share information
- Decisive – Ability to exercise good judgment and make timely decisions
- Flexible – Able to shift focus and assignments in a dynamic and fluid work environment based on the immediate needs of the organization while maintaining a long view of seeing to the big picture and over-arching goals
- Reliable - Trustworthy and dependable
- Driven for personal and organizational growth – Willing to accept new challenges/responsibilities
- Responsive – Readily replies to inquiries from the Executive Director, Program Director, coaching personnel, participant families, and partnering groups
- Stable – Handles duties with grace under abnormal stressful situations which cannot be avoided
- Perseverance – Ability to overcome unexpected obstacles in the pursuit of job objectives
- Initiative – Starting non-routine projects and tasks voluntarily
- Ethical – Performs in an honest and forthright manner, and treats others fairly and consistently
- Loyal – Willing to support chapter’s programs and activities, as well as the decisions of the Executive Director and the Board of Directors, even if there is disagreement
- Charismatic – Represents the organization in a professional and personable manner
- Motivational – Sets a positive example for youth and builds rapport with others in the office and field

Additional preferred qualifications

- Experience in identifying, recruiting and managing personnel and volunteers
- BA or equivalent preferred
- Excellent computer skills and familiarity with Excel, Word, and database management programs
- Detailed oriented & responsive

- Professional
- A passion for the First Tee of Greater Seattle and a strong desire to positively impact the lives of youth using golf as a means of teaching core values and life skills

Compensation

Negotiable depending on experience and educational background. Commitment will be approximately 30-40 hours per week, based on availability and schedule preset by supervisor.

The First Tee of Greater Seattle provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the First Tee of Greater Seattle complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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