



## **Assistant Program Director 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 Assistant Program Director will report directly to the Senior Director of Programs and Development (SDPD), and assist in the following categories:

#### General Responsibilities

- Help to plan and ensure a quality education for all young people at The First Tee.
- Continue to develop new strategies to grow and improve our impact on the community.
- Coordinate logistics for weekly classes and special events.
- Serve as a mentor/leader/trainer to new coaches & new locations.
- Manage a significant amount of communication with coaches, volunteers, participant families, and other program stakeholders via phone and email.
- Recruit and process applications for new volunteers and coaches.
- Communicate with and plan events for our Alumni network.
- Assist with The First Tee class instruction (including school and outreach visits).
- Attend and assist with coach and volunteer trainings and orientations.
- *Other duties and initiatives as assigned by SDPD*

### **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**

- BA or equivalent in a related field.
- 2 years of full-time work and/or volunteer or internship experience.
- Previous volunteer/coach with an established chapter of The First Tee.
- Alumni (former participant) of an established chapter of The First Tee.
- Competitive golf experience (at least high school team).
- Excellent computer skills and familiarity with Office Suite and database management programs
- Experience in identifying, recruiting and managing personnel and volunteers
- A passion for our mission to positively impact the lives of youth through the game of golf.

### **Compensation**

Negotiable depending on experience and educational background. Position includes PTO and group health insurance. Selected employee will have the flexibility to work remotely, but will be required to maintain 10-20 hours office time per week at Jefferson Park or Jackson Park Golf Course.

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, and transfer, leaves of absence, compensation and training.

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