



Job Description

TITLE: Director of Golf/First Tee Program	JOB CODE: 3489
DEPARTMENT: Parks and Facilities	FLSA: Exempt
PREPARED: June 25, 2010	FLSA CLASS: Supervisor
UPDATED: April 12, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK LOCATION: NO

Summary: The Director of Golf/First Tee Program reports to the Executive Director of the First Tee Program. The Director of Golf supervises all instructors of golf and volunteers. The Director of Golf provides leadership to the program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills and Golf Experience.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops programs and implements The First Tee curriculum as outlined in The First Tee guidelines
- Coordinates registration, schedules, transportation and lesson plans for clinics, workshops, and programs with other youth services organizations and schools
- Satisfies equipment needs for the programs
- Conducts "On-Course" orientation for participants
- Tracks participants' information and progress
- Teaches The First Tee Life Skills and Golf Experience and administers testing and certification
- Participates in regular parent meetings and clinics
- Creates and implements off-season programs
- Develops a retention plan to move participants through the certification levels
- Makes the game fun for juniors
- Makes available additional private lessons
- Provides a safe environment
- Maintains the quality of equipment and all instructional areas
- Provides club fitting and repair services
- Involves volunteers and golf professionals in The First Tee Coach Program
- Assists in the development/selection of training aids and materials
- Recruits and trains Golf Professionals to help with instruction
- Develops a volunteer support system to ensure recognition and longevity
- Maintains, posts and submits accurate records for participants to The First Tee Home Office
- Assists in developing and adhering to the operating budget
- Reports program operations and information to the Executive Director
- Represents the Chapter to the community and assists in fundraising, marketing, public relations and communication efforts.
- Encourages upper level youth to participate in tournament opportunities

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- Assists in the creation of promotional brochures to increase awareness of the facility
- Communicates with and submits documentation as required to The First Tee Home Office
- Networks with other Chapter colleagues and exchanges best practice ideas
- Performs other duties as directed by his/her supervisor.

Required Knowledge and Skills:

- Must be proficient in the TARGET program and the delivery of PLAYer, Par, Birdie, Eagle and ACE modules
- Demonstrates exceptional communication, fiscal management and managerial skills
- Adheres to the standards of conduct and involvement established by the PGA/LPGA
- Charismatic, personable, and motivational in working with youth
- Able to travel to attend Academies, Regional and Annual Meetings and training sessions

Education and Experience

- Bachelor's Degree in the areas of sports administration, education, recreation or related field
- At least three (3) years experience as a PGA of America or LPGA teaching professional
- Experience in identifying and managing an instructional staff and volunteers
- Valid State of New Mexico driver's License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed both in office and outdoor settings; may be required to lift and carry items more than 50 pounds. Requires physical stamina and agility.
- May be exposed to dangerous conditions, machinery and chemicals, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes: computerized and conventional office equipment; equipment related to the game of golf.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____