



Employment Details

Position: Program Manager

Post Date: October 1, 2024

Chapter Name: First Tee – Greater Charleston

Salary/Wage: Commensurate on experience **Location:** Charleston, SC

Position Type: Full-time

Job Category: Programming

Preferred Education Level: Bachelor's Degree preferred (but not required) in the areas of sports administration, education, recreation, psychology, or related field preferred. All experience will also be considered.

Start date: TBD – Spring/Summer 2025

Job Description

The Program Manager will be the lead golf instructor for the middle and high school Pathfinder Immersion Program.

The Immersion Program was started in the summer of 2021 to offer long-term enrichment experiences for underserved students who are on the brink of success. Youth participants join the Immersion during the summer before sixth grade and continue through high school. The Program Manager will begin with summer 2025's 36 Pathfinders, who will come from a variety of family circumstances and will require a uniquely-suited employee who can provide understanding, management, and discipline in a variety of situations both on and off the golf course. Pathfinders will also have a variety of golf experience ranging from none to 3+ years of instruction, which will require a variety of teaching strategies.

This position will be charged with cultivating, developing, and managing the entirety of the *golf and life skills portion* of the Pathfinder Immersion Program, meaning they must have a very strong golf background, with a preference given to those with previous First Tee experience and training.

During the fall, winter, and spring, in addition to working with the Pathfinders on Saturdays, there will be additional weekly coaching as well as development, administrative, and community outreach responsibilities given to the Program Manager.

Responsibilities

School year:

- Plan Saturday morning golf and life skills education for 30 Pathfinders with vastly different golf abilities (usually 1-2 Saturdays per month at golf-focused)
- Communicate with and schedule morning golf and life skill activities with local golf facility partners
- Train mentors and volunteers on basic golf instruction and First Tee Building Blocks of teaching
- Set up golf and life skill activities each Saturday morning
- Mentor participants through golf and school needs
- Communicate with participant families and program volunteers as needed
- Transport participants to and from the golf courses or other Saturday programs to their homes
- Winter (December-February): assistant coach in-school programs with PE teachers and lead coach after school programs at local youth centers and schools
- Spring (March-May) and Fall (September-November): lead coach 8-week on-course programs at First Tee's 8 program locations
- Represent First Tee at community outreach events such as museum family days, school parent nights, development events, and the occasional weekend community program
- Additional development and administrative work assigned by the Program Director and Executive Director

Summer:

- Plan 6 weeks of Monday-Friday morning golf and life skills education for 30 Pathfinders with vastly different golf abilities
- Communicate with and schedule morning golf and life skill activities with local golf facility partners
- Train interns on basic golf instruction and First Tee Building Blocks of teaching, especially to lead golf & life skill activities in PM's absence (because of group size, Pathfinders may split to be at different locations on the same day)
- Set up golf and life skill activities each morning
- Mentor participants through golf and school needs
- Order golf equipment and apparel for all Pathfinders and interns
- Communicate with participant families and program volunteers as needed
- Transport participants to and from the golf course to their homes and field trips in the afternoons
- Represent First Tee at community outreach events such as museum family days, school parent nights, and the occasional weekend community program

Qualifications

An individual who is self-motivated, can work independently and as part of a team, supervise others, play and teach the game of golf, and help young people learn is crucial. The best candidate will need the ability to communicate and mentor kids of all ages, not just on the golf course, but also in a classroom setting. The position will require an adjusted 5-day work week (summers: Monday-Friday beginning at 7:30am daily and school year: 4 weekdays plus Saturday).

General

All candidates must have a driver's license and are subject to a background check, drug screening, driver's record screening, and pre-employment physical.

Benefits

- Medical, dental, and vision benefits after 60 days of employment
- Paid holiday and vacation time
- Monthly cell phone stipend
- National First Tee training and networking opportunities

Contact Information

Contact: Meghan Taylor

Email: meghan@firstteechs.org

Chapter Website: <http://www.firstteechs.org>

To apply for this position, please email your resume to the address above.