



## Programming Assistant & Coach

First Tee – Sandhills is a youth development organization that strives to positively impact the lives of young people by providing educational programs that build character and instill life-enhancing values through the game of golf at in-school and after-school programs.

### Position Summary

The Programming Assistant & Coach will be responsible for supporting the Program Operations Team with administrative tasks related to the planning, preparation and execution of youth programs, while keeping a keen eye on the First Tee brand, quality of execution, and opportunities for youth retention and progression.

Inspired by a genuine passion for empowering and helping youth succeed in life, the Programming Assistant & Coach will work diligently to promote and expand the efforts of the organization.

In addition, they will be responsible for supporting and executing First Tee programs at golf course facilities, schools, and/or other youth-serving organizations within the Chapter's service area (Cumberland, Harnett, Hoke, Moore & Lee Counties). The main purpose of these programs is to introduce First Tee and the game of golf to young people in a way that will inspire interest and lead to continued participation.

### Requirements

- Associate's degree from an accredited college
- Prior experience with youth, athletics, or a related field
- Successfully pass a criminal background check
- Possess a valid Driver's License and reliable personal transportation as schedules could require commutes of up to 60 miles one-way
- Lift up to 25lbs and work in variable outdoor weather conditions for up to four hours at a time
- Must be able to work between the hours of 2pm – 7pm at least three days per week
- This is a hybrid role and the employee is required to come to the administrative office in Moore County, on average, three days a week

### Duties & Responsibilities

#### Program Support

- Become proficient in managing participant data in Salesforce, our Customer Relations Management platform
- Assist in cultivating relationships with schools and youth-serving organizations
- Provide support and feedback in the management of coach and volunteer scheduling at all program locations
- Assist with development of seasonal lesson plans and their distribution to Lead Coaches and Volunteers
- Coordinate with Program Operations Team to design and implement outreach initiatives and schedules with school and community partners
- Organize and schedule support staff and volunteers, as needed, to deliver curriculum with Physical Education teachers
- Create and track transition opportunities for students to continue to Life Skills Curriculum programs at green grass facilities
- With support from the Program Operations Team, identify and cultivate new partnerships, and create and implement impactful outreach programs
- Work with local outreach agencies to assist in the coordination of registration (Salesforce), schedules, transportation, retention opportunities, submission of youth served, and lesson plans for clinics, trainings and programs
- Be able to communicate with parents/guardians how to complete online registration, answer basic program related questions, and schedule changes
- Assist with preparation and distribution of all program related equipment and collateral; maintain quality of equipment, prep and fill equipment needs
- Update Constant Contact on a bi-weekly basis to include new and/or updated households and prospects

## Coaching

- Become proficient in the delivery of First Tee curriculum
- Deliver a high-quality experience through teaching youth basic golf skills and First Tee's Program curriculum
- Provide a fun and safe environment for participants
- Support school and youth-serving personnel with the delivery of First Tee programming
- During fall and spring programs, must coach a minimum of two green grass and one outreach class per week
- In the summer, Program Assistants will be actively involved in outdoor camp operations
- Begin and end scheduled programs on time
- Assist Program Director to ensure sufficient adult mentors and quality of programming
- Participate regularly in coach meetings, trainings, and special events provided by the chapter

## Special Events

- Support First Tee – Sandhills staff and volunteers in the planning and execution of fundraising and community awareness initiatives
- Assist and support as needed with Chapter revenue streams, such as eBay, 2<sup>nd</sup> Swing and annual sales events
- Represent the chapter in various community settings

## Preferred Qualifications

- Bachelor's Degree, preferably in the areas of sports management, education, recreation, or related field
- Exceptional written and verbal communication, interpersonal relations, and organizational skills
- Proficient computer skills in Microsoft Office and Google Drive; database experience a plus
- Knowledge of the game of golf, rules, and etiquette
- Prior youth development experience
- Ability to travel to meet with partner organizations, schools, trainings, chapter, and Network events as required
- Strong time management skills and personal accountability to complete tasks in timely manner

## Salary Range and Job Type

- Hourly pay, commensurate with experience
- Staff clothing
- Business travel mileage reimbursement
- Cell phone stipend
- Continued education & training

## How to Apply

Applications must be submitted in .pdf format. To be considered, they must include the following:

- Cover Letter
- Resume
- Three (3) references with a direct tie to experiences on your resume from the last two (2) years. References may not be family members. Please include the following for each reference: Full Name, resume experience of association, best phone number, and email address.

## Contact Information

Courtney Stiles, Executive Director  
Email – [cstiles@firstteesandhills.org](mailto:cstiles@firstteesandhills.org)  
910.255.3035

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. The incumbent must have the abilities or aptitudes to perform each essential function with or without reasonable accommodation. FTS is a dynamic work environment where positions evolve and change. Therefore, FTS reserves the right to modify, delete, or add job duties, responsibilities, and skills that are stated in this job description at any time.*