



Program Assistant & Coach

First Tee – Sandhills is a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with a life skills curriculum, we create active learning experiences that build inner strength, self – confidence, and resilience that kids can carry to everything they do.

Position Summary

The Programming Assistant & Coach will be responsible for supporting tasks related to the planning, preparation, execution, and coaching of youth programs. 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.

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).

Position will report to the Executive Director and will work closely with all who are involved with the delivery of programs, including but not limited to, full time and part time employees, coaches, volunteers, and interns.

Minimum Requirements

- Associate's degree from an accredited college
- Prior experience working with youth, athletics, or a related field
- Proficient computer skills in Microsoft Office and Google Drive; database experience a plus
- Successfully pass a criminal background check
- Possess a valid Driver's License and reliable personal transportation, as schedules could require commutes across the chapter's service area
- Lift up to 25lbs and work in variable outdoor weather conditions for up to four (4) hours at a time
- Must be able to work between the hours of 2pm–7pm at least three days per week
- Able to work evenings and weekends as needed for execution of roles and responsibilities
- This role requires regular presence both at program locations and in our Moore County administrative office. Time split will vary based on seasonal program schedules and organizational needs.

Duties & Responsibilities by Area of Focus

Program Support

- Develop working proficiency in Salesforce, our CRM platform, to support day-to-day program operations including participant data management, registration tracking, and reporting
- Aid in the registration process, ensuring all participant registrations have been completed accurately and on time
- Serve as a point of contact for parents and guardians regarding online registration, basic program questions, and schedule changes
- Assist with development of seasonal lesson plans
- Assist in planning and coordinating outreach with school and community partners
- Assist with preparation, distribution, and quality maintenance of all program-related equipment and collateral, including end-of-season clean up and breakdown
- Support the Equipment Donation Program, Participant Equipment Loan Program, and resale of donated goods
- Assist with the preparation, distribution, and analysis of seasonal program surveys to parents
- Actively engage in coach meetings and trainings to stay current on best practices for program activities, games, and themes
- Update Constant Contact on a bi-weekly basis to include new and/or updated households and prospects

Coaching

- Commit to ongoing development as a First Tee coach, including completion of Level 1 & 2 coach training within the first 12 months
- Deliver First Tee curriculum as designed, incorporating basic golf skill instruction for youth participants

- Facilitate a welcoming, safe, and inclusive environment where all participants feel engaged and supported
- During fall and spring programs, coach a minimum of two (2) green grass and one (1) outreach class per week
- Maintain attendance and performance records for participants
- Begin and end scheduled programs on time
- Support school and youth-serving personnel with the delivery of First Tee programming
- In the summer, be actively involved in outdoor camp operations
- Actively participate in chapter special events including, but not limited to, fundraisers, tournaments, community outreach, and partner and school events
- Maintain continuing education through Safesport Training and First Tee University

Organizational Support & Engagement

- Support First Tee – Sandhills staff and volunteers in the planning and execution of fundraising and community engagement initiatives
- Network with other chapter colleagues and exchange best practice ideas
- Contribute to the overall success of the organization by embracing additional responsibilities as organizational needs arise
- Represent the chapter in various community settings and maintain a thorough understanding of First Tee brand voice and guidelines

Preferred Qualifications

- Bachelor's Degree, preferably in sports management, education, recreation, or a related field
- Exceptional written and verbal communication, interpersonal relations, and organizational skills
- Knowledge of the game of golf, rules, and etiquette
- Prior youth development experience
- Active in First Tee Coach or Program Director training track
- 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 a 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 | 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.