



School & Partner Programs Coordinator

First Tee – Sandhills Overview

We are 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 School & Partner Programs Manager will be responsible for supporting First Tee – Sandhills in the areas related to the planning, preparation and execution of youth programs through Schools, Youth Serving Organizations and Community Partners, while keeping a keen eye on the First Tee brand, quality of execution, and opportunities for youth retention and progression.

Behind every successful non-profit organization there is a strong group of community members with shared goals. Through Connection, Collaboration, Communication, Commitment and Contribution we will be successful in developing these relationships and utilizing them to keep the community engaged.

Inspired by a genuine passion for empowering and helping youth succeed in life, the School & Partner Programs Manager 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 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 the First Tee and the game of golf to young people in a way that will inspire interest and lead to continued participation.

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.

Duties & Responsibilities by Area of Focus

School Programs

Since 2004, we have been integrating the First Tee School Program into PE classes across the Sandhills. We've equipped educators at elementary and middle schools with our curriculum built around the game of golf, while positively impacting kids through both the game and its inherent ability to improve social-emotional learning (SEL) skills. We work with the school to identify funding opportunities; such as sponsors or donations.

This program aligns with national physical education standards developed by the Society of Health and Physical Educators (SHAPE) and is designed to allow physical educators the ability to adjust lessons to fit their specific teaching situations in terms of class size, time, and facility type.

First Tee School Program gives physical educators all the tools to get started. We provide the training, equipment, and lesson plans that integrate life skills and values with the game of golf and motor skills. We have an online community for teachers and youth leaders delivering our program, providing access to the curriculum, resources, and connections with peers delivering the program around the country.

Currently, we have school program partnerships with 72 elementary schools in the Sandhills, 67 of which are Title I Schools. Below is a highlight of the areas of focus in the partnership role.

- Maintain up to date database of School Program Partners including PE Teacher, Principal, and Volunteer Coordinator
- When Teacher Turnover occurs, support transition with new teacher training, digital access to materials, etc.
- Schedule on site visits with new teachers, new schools and/or unengaged current partners to develop relationships and establish shared goals through First Tee program opportunities
- Schedule and conduct annual Continued Ed Training Days, Professional Development Days and Enrichment Days on a bi-annual basis per school district

- Write and Plan Communication with all partners on a set schedule based on necessary messaging
- Conduct an annual review of program equipment inventory; accept new equipment request from partners
- Maintain background checks for First Tee Sandhills Volunteers and Staff members with School Systems that require on file records (currently Moore & Cumberland Cty)
- Coordinate PE Curriculum Delivery Schedules with Physical Education teachers; then schedule support staff and volunteers, as needed, to deliver curriculum with teacher
- Ensure Seasonal Salesforce Updates are timely, thorough and organized; End of Spring (May), End of Summer (Aug), End of Fall Season (Nov) including but not limited to demographics, population, program delivery type in conjunction with nces.ed.gov data site

Community Programs + Youth Serving Agencies (Outreach)

Community Programs and Youth Serving Agencies, ie. Outreach Programs and Partnerships has become a catch all space for New and Annual Experiences with Community & Youth Serving Partners. Examples could include All Sports Day at Aberdeen Parks & Rec, Salvation Army One Week Summer Camp with Daily Curriculum Activities, School Field Day, or 3 Hour Girl Scouts Immersive Activity to Earn a New Badge. The Goal of these 'one off' engagement moments is for partners to later develop into planned multi-week engagement exclusively supporting a group of kids and teens who have opted in to participate in programming. Below is a highlight of the areas of focus in the partnership role.

- Ensure existing partnership communication and planning is given priority opportunities while maintaining accurate databases and engaging new employees when turnover occurs
- Identify and cultivate new partnerships with likeminded youth serving organizations (ie. YMCA, B&G, Moore Buddies)
- Design and implement outreach initiatives and schedules with school and community partners; ensuring they are impactful for the target audience identified
- Organize and schedule support staff and volunteers, as needed, to deliver curriculum
- Assist Program Team and Local Outreach Agencies in the coordination of registration, schedules, transportation, retention opportunities, submission of youth served, and lesson plans for clinics, trainings and programs
- Assist in management of the participant database in Salesforce for Partner Programs

Swing Fore Success Program

The mission of Swing Fore Success is to offer after the bell on campus immersive experiences using the game of golf to connect students, teachers, and First Tee coaches in engaging, interactive games that will support individual growth beyond the walls of the classroom. Swing Fore Success programs run for one day per week for six weeks at elementary and middle schools across the Sandhills.

- (Led efforts and planning; Recruit Schools too) Support the coordination and management of requests from schools and youth-serving organizations seeking to establish or continue a Swing Fore Success (SFS) program
- With support from the Communication and Marketing Team; oversee the creation and maintenance of all participant raffles and registrations associated with SFS programs, including, but not limited to,
 - Developing and updating registration raffle pages on the FTS website
 - Developing and sharing with partners digital and printed flyers and promotions for students
- Ensure all SFS programs and student data are properly listed and tracked within Salesforce
- In collaboration with Curriculum Specialist, Design and develop SFS curriculum that aligns with and advances the mission and values of First Tee
- Communicate regularly with physical education teachers regarding student rosters; recruit teacher volunteers for program implementation (Teacher Recruitment, School Liaison Opportunities)
- Coordinate and schedule training sessions for teachers and volunteer instructors prior to the start of each SFS program
- Plan, organize, and schedule FTS support staff and volunteers to assist in delivery alongside PE teachers

School & Partner Program Coaching

- Become proficient in the delivery of First Tee curriculum; attend Level 1 & 2 Training during your first 12 months
- During school year individual, must coach a minimum of two school programs and one outreach class per week
- In the summer, staff will be actively involved in outdoor camp operations
- Participate regularly in coach meetings, trainings, and special events provided by the chapter
- Become proficient in Salesforce software program
- Be able to communicate with parents/guardians how to complete online registration, answer basic program related questions, and schedule changes
- 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; Begin and end scheduled programs on time
- Maintain attendance and performance records for participants

Miscellaneous

- Develop and maintain positive working relationships with individuals, community groups, and partner agencies to foster engagement and collaboration
- Network with other chapter colleagues and exchange best practice ideas
- Maintain continuing education for certification
- Attend other meetings and training events as requested by Executive Director
- Carry out other duties as determined by the Executive Director for the successful operation of the organization
- Represent the chapter to the community and aid in fundraising, marketing, public relations, events and communication efforts

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.