



Employment Details

Position: Program Manager

Chapter: First Tee Greater San Antonio

Location: San Antonio, TX

Preferred Education Level: Bachelor's Degree

Preferred Certification Level: First Tee Coach

Mission Statement

To impact the lives of young people by providing educational programs that promote character development and life enhancing values through the game of golf.

Chapter Overview

First Tee Greater San Antonio is one chapter of an international non-profit youth initiative called First Tee. First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity, and sportsmanship. By engaging young people in a combination of life skills, leadership, and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. First Tee Life Skills Experience is the unique component that sets First Tee apart from many other successful junior golf programs and youth development programs through sport.

Job Summary

The Program Manager oversees and executes programs, special events, and outreach strategies. Program Manager may assist in the development of grants application and proposals.

Reports to

The Program Manager reports to the Program Director.

Collaboration

The Program Manager collaborates with the Executive Director, Program Coordinator, all coaches, interns, volunteers, and any site coordinators.

Employment Status

Full time, Exempt

Preferred Qualifications

- Bachelor's Degree in sports administration, business management, education, recreation, or related field.
- Demonstrate exceptional communication, fiscal management, and managerial skills
- Adhere to the standards of conduct and involvement established by Golf San Antonio and First Tee.
- Charismatic, personable, and motivational in working with youth and volunteers.
- Able to travel to attend Regional and Network events and Training.



Roles and Responsibilities

Instructional

- Become proficient and deliver First Tee Life Skills programs.
- Complete and remain active in the First Tee Coach Program.

Scheduling

- Coordinate clinics, events, trainings, and programs.
- Assist in the development/selection of training aids and materials.

Management/ Administration

- Track information and progress through First Tee software; maintain accurate records.
- Develop, implement, and update program curriculum, policies, and procedures.

Volunteers

- Manage a volunteer management system to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plans.
- Recruit and train program staff, volunteers, and golf professionals to assist with and lead classes.

Parents

- Communicate with parents/participants through phone, web site, and email.

Community/ Network Outreach

- Participate First Tee National School Program (NSP)
- Represent the chapter to the community and aid in fundraising, marketing, public relations, and communication efforts.
- Participate in golf shows and tournaments.

Compensation

- Salary is commensurate with experience and other qualifications.
- Quality benefits package includes health insurance, Simple IRA and PTO.
- Cell Phone Reimbursement.
- Travel Reimbursement.
- Golf and Merchandise Discounts.

Job Type: Full time, Exempt

Location: Polo Field Driving Range – 915 East Mulberry Street, San Antonio, TX 78212

License: Driver's License (Preferred)

Work authorization: United States (Required)

Overtime available: Yes