



SCGA Junior Golf Foundation Job Announcement

SCGA Junior Golf Foundation:

We develop inclusive golf community that enables kids to thrive on & beyond the course. Through our programs, we believe every kid in Southern California, no matter their circumstances, should have the option to pursue the game and benefit from the opportunities that we provide. Founded in 1983, SCGA Junior Golf Foundation is the philanthropic arm of the Southern California Golf Association.

We're passionate about youth and their development through golf. If you love working with kids and you love golf, this may be your place. We are a fast-paced growing organization that continues to expand across Southern California. Opportunities to develop professionally and personally are encouraged and financially supported by our organization. Access to discounted golf, apparel and accessories is a perk.

AVAILABLE POSITION: Player and Youth Development Program, Program Coordinator

The Program Coordinator will assist in the operation, growth and exposure of the player & youth development program (herein PYD) in the Riverside community. The PYD team and Program Coordinator implement positive youth development, golf and athlete development programming for juniors in our community. The Program Coordinator will work in the field to lead classes, help develop curriculum, develop part-time coaches, and assist in the development of outreach partners. This position will be based in the city of Riverside with occasional travel to Studio City, CA. The Program Coordinator is a representative for the SCGA and SCGA Junior Golf Foundation to members, constituents and the public.

The program coordinator will report to the Program Manager in Riverside.

Benefits:

- Full medical and dental benefits
- Retirement Plan
- Opportunities to grow within the organization
- Competitive wages
- Unique playing opportunities
- Discounted golf apparel

SUBMISSIONS: Qualified individuals should submit their resume with a cover letter indicating "SCGA Junior Program Coordinator" in the subject line via email to Bryan Stauffer at bstauffer@scga.org. This position will remain open until filled.



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Job Description

Job Title:	Program Coordinator
Organizational Unit:	SCGA Junior Golf Foundation
Reports To:	Player & Youth Development Program Manager, Riverside
FLSA Status:	Non-Exempt
Approved By:	Kaycee Wilke

JOB SUMMARY:

The Program Coordinator will assist in the operation, growth and exposure of the player & youth development program (herein PYD) focused on the Riverside community. The PYD team and Program Coordinator implement positive youth development, golf and athlete development programming for juniors in our community. The Program Coordinator will work in the field to lead classes, help develop curriculum and part-time coaches, and assist in the development of outreach partners. The Program Coordinator is a representative for the SCGA and SCGA Junior to members, constituents and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Golf Instruction:

- Serves as the lead golf instructor at all beginner, intermediate and advanced level classes and other events as necessary while promoting best practices regarding safety and SCGA Junior Golf Foundation policies; Responsible for all golf programming in the Riverside community along with the team
- Assists in identifying and determining outreach organization partners to develop relationship and to better serve organization goals
- Develops relationships with golf facilities, parents and juniors to further develop the program
- Provides supervision and feedback on a regular basis to coaches
- Recruits volunteers that best suit the needs of each individual instruction class
- Recruits, schedules and hosts one-on-one lessons with juniors
- Administers all equipment fittings
- Participates in professional development including positive youth development trainings, Titleist Performance Institute and U.S. Kids Golf seminars and professional golf certifications

Administration:

- Organizes programming and activities in accordance with the SCGA Junior Golf Foundation's mission and PYD program goals and objectives
- Manages attendance, rosters, equipment inventories and data capture related to all programming
- Organizes and hosts leagues and other programming opportunities for our kids
- Develops new programs/events/activities to support the strategic direction of the PYD program including those focused on community-building.
- Ensures goals and objectives are met in areas including customer satisfaction, safety, quality and team member performance



- Implements and manages program modifications to ensure program goals are achieved
- Assists in the planning of short and long-term strategies and objectives.

Other duties may be assigned

PERSONAL COMPETENCIES:

To perform the job successfully, the Program Coordinator must demonstrate the following competencies: performs tasks under pressure; adheres to time deadlines; analyzes and processes diverse information; identifies and resolves problems in a timely manner; listens to others and solves conflicts; integrates diverse viewpoints and opinions working with staff, volunteers and industry stakeholders; speaks clearly and persuasively and demonstrates group presentation skills; conveys a demeanor that is professional yet approachable; builds teamwork and is supportive of others; adapts well to changes in the work environment and implements effective changes to improve results; looks for ways to improve and promote quality; works within approved budget; prioritizes and plans work activities; demonstrates accuracy and thoroughness; demonstrates initiative and works well independently; and meets productivity and quality standards of the SCGA Junior Golf Foundation.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Bachelor's degree (B.A.) from a four-year college or university is preferred. Minimum of 2 years golf instruction experience and 3-5 years of youth development experience with a demonstrated record of handling multiple projects successfully preferred. Must have excellent oral and written communication skills. Must be detailed oriented, well-organized, and have strong analytical and interpersonal skills. Ability to integrate diverse viewpoints, ideas and opinions working with staff and industry stakeholders. Demonstrated passion for junior golf and youth development.

Communication Skills:

Ability to read and comprehend written or oral instructions, correspondence, and memos. Ability to read, analyze, and interpret general business or trade periodicals, professional journals, technical procedures, and governmental regulations. Ability to write memos, reports, correspondence, procedure manuals, and other documents. Ability to effectively present information and respond to questions from managers, employees, members, donors, parents, youth, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, proportions, percentages, etc. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to apply common sense understanding and carry out oral or written instructions. Ability to define problems, collect information and other data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete as well as abstract variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Must be proficient in using computers and software programs such as word processing, spreadsheet, contact management or database, and other Windows software. Must have the capability to learn and use programming software as required to perform job duties.

Other Qualifications:

Requires ability to operate a car safely, and must have a valid driver's license and provide proof of insurability. The job requires some travel as necessary, as well as work on weekends and evenings. This position will generally work Saturday through Wednesday. This will include working from multiple locations including, but not limited to, Fairmount Park GC and, at times, the SCGA office in Studio City and other PYD programming sites. Must complete a background check.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to see, talk, hear, and use hands and fingers in performing majority of work. The employee is frequently required to reach with hands and arms. The job requires employee to have dexterity in using telephone, computer keyboard, mouse and calculator while seated at a desk and must be able to demonstrate golf skills/ability/lessons. The employee is required to stand, walk, climb or balance. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. The employee frequently interacts with golf facility partners and is primarily supervising youth. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to operate standard office equipment, such as computer, calculator, fax machine, photocopier, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in both an office environment and outside for the PYD program, and the noise level varies depending on the location.