



Outreach & Community Events Coordinator (Outreach Coordinator)

Chapter Overview: The First Tee of Los Angeles (www.thefirstteelosangeles.org) is one chapter of an international non-profit youth initiative called The First Tee. The 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. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from many other successful junior golf programs and youth development programs through sport.

Mission Statement: *“To impact the lives of young people by providing learning facilities and educational programs that promote character development and life enhancing values through the game of golf”.*

Reports to: Position reports to Program Director & Executive Director

Employment Status: Full-time

Job Summary: Outreach Coordinator will be primarily responsible for managing and growing the chapter’s **Target Outreach** programs; **National School Program & DRIVE**, working with youth agencies across LA County including: LAUSD schools, Beyond the Bell, Salvation Army, Boys & Girls Clubs, YMCAs and various Parks and Recreation locations. The primary purpose of Target Outreach programs is to deliver The First Tee **Nine Core Values** and **Nine Healthy Habits** curriculum and introduce young people to the game of golf in a way that is fun and will inspire interest and continued participation.

Roles and Responsibilities:

Program Management:

- Work with Program Director to manage and service existing program partners
- Target new youth agency partners (Schools/after-school clubs) in areas adjacent to chapter’s twelve (12) golf course program locations.

- Meet with and give presentations/demonstrations to prospective school supervisors, teachers and after-school program directors
- Track and maintain the quality of equipment and delivery of programming at all instructional areas

Program Administration:

- Communicate with and submit documentation as required to The First Tee Home office as directed by Program Director
- Work with Program Director to assist in developing, implementing and updating of program policies and procedures
- Assist in developing and adhering to annual program operating budget
- Report program metrics, operations data, parent/teacher surveys and other pertinent program data to Program Director, Executive Director and The First Tee Home Office
- Develop recognition and awards program for participants

Community/ Network Outreach:

- Participate in special events including golf tournaments, community outreach events and chapter fundraisers
- Network with other chapters of The First Tee and Home Office staff to exchange and develop best practices
- Develop and maintain relationships with school districts and leading youth agencies within chapter service area
- Develop transition opportunities for participants in Outreach Programs (NSP & DRIVE) to attend The First Tee Life Skills Experience (LSE) classes at golf courses across the region.

Volunteers:

- Assist Program Director with the recruitment, training, recognition, and retention of volunteers for the PGA TOUR's Northern Trust Open golf tournament each February at Riviera CC.
- Involve volunteers/golf professionals in the delivery of Outreach Programs
- Work with community agencies and school districts to recruit and train program volunteers to assist with and lead classes

Preferred Qualifications & Experience:

1. Exceptional communication, interpersonal relations and organizational skills
2. Adherence to the standards of conduct and personal integrity established by The First Tee
3. Previous experience working with youth and youth agency programs
4. Charismatic, personable and motivated to work with youth/youth leaders
5. Clean & valid Drivers' License. (Note: position requires extensive travel within LA County)
6. Knowledge of golf preferred, but not necessary
7. Undergraduate degree

Salary

- Commensurate with qualifications and experience
- Full-time position
- Comprehensive benefits package

For confidential consideration for this position please send your resume to:

Phil Bough

Executive Director

The First Tee of Los Angeles

244 South San Pedro St. Suite 200, Los Angeles, CA 90012

Office: 213-680-8018 | Email: philbough@thefirstteelosangeles.org

To learn more about **The First Tee Outreach Programs** go to: www.TheFirstTee.org