



**Job Title:** Program Coordinator  
**Reports To:** Player & Youth Development Director  
**Direct Reports:** None  
**FLSA Status:** Hourly Non-Exempt

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**About SCGA:**

SCGA Junior Golf Foundation’s mission is to develop an inclusive golf community that enables kids to thrive on & beyond the course. Through its programs, SCGA Junior Golf Foundation works to fulfill its mission by creating affordable access to golf for all youth, teaching smart decision-making skills on and off the course and developing a culture of healthy lifestyles. Founded in 1983, SCGA Junior Golf Foundation is the philanthropic arm of the Southern California Golf Association.

**Job Summary:**

The Program Coordinator will assist in the operation, growth and exposure of the player & youth development program (herein PYD) focused on the San Fernando Valley 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 the SCGA Junior Golf Foundation to members, constituents and the public.

SCGA Junior Golf Foundation’s programs emphasize both player and youth development by providing a fun, safe and engaging community for players, parents and coaches. The coach is responsible for supporting golf practices and creating a welcoming environment. This position will be based out of San Fernando Valley, CA.

**Essential Duties and Responsibilities include:**

Golf Instruction

- ☛ Serves as a lead golf instructor at beginner, intermediate and advanced level classes and other events as necessary while promoting best practices regarding safety and SCGA Junior Golf Foundation policies
- ☛ 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
- ☛ Manages equipment program across all communities to include managing vendor relationships, processing customer orders and collecting and reporting on all data
- ☛ 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

- ☛ Other tasks and duties as assigned by the management team

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Demonstrated Skills, Abilities and Competencies:**

To perform the job successfully, the Coordinator must demonstrate the following skills, abilities and competencies:

- ☛ 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 while working with staff, volunteers and industry stakeholders
- ☛ Speaks clearly and persuasively
- ☛ Good 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 to ensure that multiple projects are executed successfully
- ☛ Demonstrates accuracy and thoroughness
- ☛ Demonstrates initiative and works well independently
- ☛ Excellent oral and written communication skills
- ☛ Proficient with Word, Excel and PowerPoint
- ☛ Demonstrated passion for junior golf and youth development
- ☛ Strong analytical skills
- ☛ Detail orientated
- ☛ Knowledge regarding the game of golf
- ☛ Ability to instruct others in the game of golf
- ☛ Ability to meet productivity and quality standards of the SCGA Junior Golf Foundation

#### **Education and Experience:**

- ☛ Bachelor's degree (B.A.) from a four-year college or university is preferred.
- ☛ Minimum of two years golf instruction experience and 3-5 years of youth development experience

#### **Other Qualifications:**

Requires access to reliable transportation with adequate space to transport supplies and equipment. If the employee utilizes their own vehicle, must have a valid California driver's license and provide proof of auto insurance.

The job requires some travel as necessary, as well as work on weekends and evenings. This position will generally work Monday through Thursday and Saturday. This will include working from multiple locations including, but not limited to, Woodley Lakes GC and the SCGA office in Studio City and other PYD programming sites.



**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.*

Must be able to utilize a golf club and demonstrate golf skills while teaching lessons. The employee is required to move to multiple locations on a golf course while providing instruction to students. 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.

**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.

**To Apply:**

Applicants must submit a cover letter and résumé to Kaycee Wilke (kwilke@scga.org). Applications will be accepted until the position is filled. New employees must complete a criminal background check after receiving an offer of employment.

*SCGA is an Equal Opportunity Employer. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*