



Program Specialist

First Tee Mission and Chapter Overview

First Tee – South Puget Sound (FTSPS) is 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.

FTSPS began youth programming the summer of 2011 and served 94 youth in the first year at Meadow Park and Chambers Bay Golf Courses. We now impact more than 2,200 youth on the golf course, empower kids in more than 70 schools, and work with dozens of community partners throughout Pierce, Kitsap, Thurston, Cowlitz, and Lewis Counties. 63,000 youth throughout the South Puget Sound on the golf course, in the classroom. FTSPS works strategically and intentionally with our community partners to serve at-risk and underprivileged youth, who would otherwise not normally get the chance to experience the game of golf.

Job Overview

The Program Specialist plays a key role in supporting the success of FTSPS's youth development programs. This position is ideal for a highly organized, detail-oriented, and mission-driven individual who enjoys coaching youth, creating unique opportunities, and impacting the community. This position will join the FTSPS team to develop and deliver a year-round partner program schedule to our South Puget Sound area and is responsible for the delivery and oversight of school programming, community partnerships, and other coaching. The Program Specialist will report directly to the Director of Participant Development.

Roles and Responsibilities

Program Delivery & Outreach (80%):

- Become certified as a First Tee Level I Coach and actively coach assigned classes to stay engaged with participant experiences and program delivery.
- Deliver First Tee's Golf and Life Skills Experience and Game Changing Behaviors curriculum
- Provide a safe, welcoming, fun, and inclusive learning environment
- Serve as a mentor and positive role model, promoting First Tee's Five Key Commitments and Nine Core Values



- Adapt instruction and activities to accommodate varying skill levels and learning styles
- Assist with equipment setup, site management, and logistics at assigned program locations
- Build and maintain positive relationships with participants, families, volunteers, coaches, and community partners
- Participate in ongoing coach training and certification through First Tee's professional development pathway
- Research service area needs and potential partner groups within those indicated zip codes
- Manage partner group relationships and First Tee experiences both at the partner facility as well as the golf course

Program Administration & Operations (15%):

- Manage accurate data and reporting within Salesforce, including program logistics, participant and family information, session registration, required First Tee HQ documentation, and more
- Create, and implement, new community partnerships in target areas of the South Puget Sound
- Stay current in online training and support in keeping record of School Program teachers and schools
- Develop transition opportunities for outreach programs, including School Program
- Assist in developing and adhering to the Program & Operating budget
- Provide recognition and awards for participants
- Assist with Social Media, closely working with the Marketing and Development Director
- Assist in equipment & inventory management at all northern and western sites

Outside Events (5%):

- Assist in fundraising events (i.e. Harbottle, Tee Up and Wine Down) with set up, take down, and other day of operations
- Be the representative for partner groups, coaches, and volunteers at events
- Promote the program and track "Mission Moments"

Qualifications

Preferred Education & Experience:

- BA or AA in sports administration, business, education, recreation, or a related field
- Two years of full time work, volunteer, or internship experience in youth development programming, recreation, or a sports-related environment
- Previous coaching/volunteering with a First Tee chapter



Required Skills & Attributes:

- Strong organizational skills with the ability to manage multiple priorities and logistics across various sites
- Excellent communication and interpersonal skills with the ability to engage youth, families, coaches, and community partners
- Proactive problem-solving abilities and a focus on process improvement
- Collaborative mindset with a commitment to a positive, inclusive, and team-oriented culture
- Proficiency with Google Drive, Google Calendar, and Gmail; Salesforce experience preferred
- Genuine interest or experience in golf is highly desirable
- Ability to work afternoons, evenings, and possible weekends
- A passion for positively impacting the lives of youth from any background

Physical Requirements:

- Ability to communicate clearly, verbally, and in writing
- Ability to stand up to three or four hours at a time, and able to walk up to one mile at a time
- Ability to lift up to 30 pounds
- Reliable transportation

Employee Benefits

Compensation:

- Salary range is \$45,000 to \$50,000 based on experience and other qualifications
- Bonus' available based on performance and organization's financial standing
- Paid medical, dental and vision available if desired, paid time off, and mileage
- Travel for trainings, regional and network meetings as needed
- Golf playing privileges and merchandise discounts

To Apply

Please send a résumé and cover letter to:

- Ryan Kallenberger | Chief Executive Officer | ryan@firstteesps.org
- Ben Talbot, PGA | Director of Participant Development | ben@firstteesps.org