



JOB OPPORTUNITY

Mass Golf | www.MassGolf.org | May 1, 2018



JOB TITLE: Director of Operations, The First Tee of Massachusetts (TFTMA)
REPORTS TO: Executive Director/CEO, Mass Golf
STATUS: Regular/exempt, full-time employee
START DATE: Immediate
APP DEADLINE: Wednesday, May 16th @ 4pm EST
POSITION LOCATION: The Links at Mass Golf/Golf House in Norton, MA. Travel within the state is required.

PROGRAM LOCATIONS: The Links at Mass Golf (Norton), DW Field Golf Course (Brockton), Fenway Golf (E. Longmeadow), Hyannis Golf Course (Hyannis), KOHR Golf Center (Natick) and William J. Devine at Franklin Park (Dorchester).

JOB SUMMARY: Responsible for the management, oversight, direction and operations of The First Tee of Massachusetts and The Links at Mass Golf (Par 3 golf course in Norton, Ma). The Director of Operations provides leadership to program and curriculum development, planning, promoting and scheduling instruction in accordance with The First Tee Life Skills Experience. The Director of Operations also is responsible for the supervision of daily program location operations, course access, program location and fiscal management, policy implementation and safety of all programs operated by Mass Golf/The First Tee of Massachusetts. The Director of Operations works closely with a volunteer committee of Junior Golf Development & TFTMA/The Links at Mass Golf that reports to the Board of Mass Golf.

CHAPTER OVERVIEW:
The First Tee of Massachusetts is one Chapter of an international non-profit youth initiative called The First Tee. The chapter falls under the umbrella of Mass Golf serving as a key program under the direction junior golf development and as a driver of our charitable mission. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Manage, direct and lead all administration, service and support for TFTMA, The Links at Mass Golf and Junior Golf Development Initiatives, including but not limited to:

The Links at Mass Golf:

- Oversee the staff and operations of the golf course, clubhouse and all programs/activities.
- Create/plan/execute strategies with the staff at The Links at Mass Golf to meet membership/public play growth goals.
- Establish new and creative programs/events to engage the community, non-members and prospective members.

TFTMA Coaching:

- Proficient in the TARGET program and the delivery of PLAYer, Par, Birdie and Eagle levels through TFT Coach Program
- Develop coaches/programs by implementing The First Tee Life Skills Education as outlined in The First Tee guidelines
- Coach The First Tee Life Skills Experience and administer The First Tee Certification process
- Make the game and experience fun for participants while providing a safe environment for all

TFTMA Program Scheduling:

- Coordinate registration, schedules, transportation and assist with lesson plans for clinics, trainings, and programs with Program Locations and other youth services organizations and schools
- Create and implement off-season and supplemental programs
- Satisfy equipment needs for the program locations and maintain the quality of equipment and all instructional areas
- Assist in the development/selection of training aids and materials

TFTMA Management/Administration:

- Track participant information and progress through Salesforce; maintain accurate records and submit quarterly
- Develop retention and progression plan to move participants through certification levels
- Update, implement, and adhere to program policies and procedures
- Develop and maintain Program & Operating budget with appropriate and timely reporting
- Develop and support a volunteer management system to ensure sufficient adult mentors and quality programming; including recruitment, training, recognition, and retention plans

TFTMA Community/ Network Outreach:

- Represent the Chapter within communities and aid in fundraising, marketing, public relations and communication efforts
- Network with other Chapter colleagues and exchange best practice ideas
- Develop partnerships with youth agencies and schools within Program Location communities

TFTMA Program Locations:

- Identify and recruit strategic program locations within Chapter service area
- Create and maintain relationships with program location partners
- Assess, operate and maintain high quality programs and operations at each site
- Effectively utilize access to golf course(s) and practice areas

JOB REQUIREMENTS:

- Bachelor's Degree in sports administration, business management, education, recreation or related field
- Demonstrate exceptional communication (written and oral), fiscal management and managerial skills
- Possess a strong work ethic/organizational skills and manage a series of projects with multiple teams/groups.
- Knowledge of, and commitment to the goals and philosophy of Mass Golf & The First Tee
- Charismatic, personable, and motivational in working with youth, coaches and volunteers
- Occasional overnight travel throughout the state and to local/regional/national meetings.
- Valid driver's license and reliable transportation.

COMPENSATION/BENEFITS:

- Commensurate with experience and qualifications.
- Comprehensive benefits package available including Health, Dental, Life and Disability Insurance
- Paid time off and 401(k) plan
- Cell phone and travel expense reimbursement
- Mass Golf/TFTMA staff apparel provided

Please send cover letter, resume, references and salary expectations/rationale to:

Jesse Menachem | Executive Director/CEO | Mass Golf | Email: jmenachem@massgolf.org