



Program Manager

REPORTS TO:	Director of Operations for First Tee Massachusetts
STATUS:	Regular/non-exempt, full-time employee
START DATE:	March 15, 2020
APP DEADLINE:	January 22, 2020
LOCATION:	Norton, MA

First Tee Massachusetts is seeking to fill the position of Program Manager with an energetic and enthusiastic individual who is fully committed to shaping the lives of young people from all walks of life through the game of golf.

The Program Manager will partner closely with the Director of Operations to fulfill the mission and goals of the First Tee program by achieving key performance metrics and organizational benchmarks. This position will have emphasis on planning, management, and oversight of Life Skills Experience deliveries at all program locations and will support many other operational objectives. The ideal candidate is a highly motivated, creative individual who possesses strong organizational and communication skills, and demonstrates a high level of personal integrity.

General Responsibilities include the following:

- Manage schedules and registration for all First Tee classes using Salesforce CRM/parent registration portal
- Conduct coach and program observations, ensuring that the First Tee Life Skills Experience is being delivered consistently across the chapter.
- Develop strong relationships with lead coaches, support staff and other key stakeholders around the state
- Contribute to presentation and reporting of metrics and benchmarks for First Tee HQ, Mass Golf Board of Directors and Committees
- Contribute to content creation and posting via social media and other communications avenues
- Contribute to maintaining First Tee Massachusetts website (www.firstteemass.org) with relevant participant information, schedules, etc.
- Create and develop opportunities for participants and program locations to engage with each other outside of class
- Support lead coaches in volunteer coordination and cultivation
- Build relationships with existing and future community partners including schools, youth centers, and other non-profit organizations through First Tee School Program and First Tee Community Program
- Become proficient in the First Tee Life Skills Experience Curriculum and work towards becoming trained at all levels of the First Tee Coach Program
- Regular in-state travel required for site visits and event support
- Support Mass Golf's efforts & strategic plan for advancing youth golf in the state

Qualifications:

- Prior First Tee experience or knowledge is highly desirable but not required
- A passion for the game of golf and its inherent values is a considerable plus
- Strong social media skills are highly desirable
- Must possess a strong work ethic, be extremely organized, and have a positive attitude
- Ability to effectively manage multiple projects and deadlines simultaneously
- Personable, dynamic and enthusiastic when working with members, colleagues, volunteers, and staff



- Demonstrate excellent verbal and written communication skills
- Understanding of, and commitment to, the goals and philosophy of First Tee and Mass Golf
- Willing and available to work extended days, nights, weekends, and potentially holidays, as needed
- Required to pass annual background check and complete child safety training in accordance with SafeSport legislation
- Bachelor's Degree in sports administration, business management, non-profit management, education, recreation, or related field
- Ability to lift up to 25 pounds

Benefits and Compensation:

- Starting salary commensurate with experience
- Ability to earn year-end bonus based on performance
- Comprehensive benefits package including Health, Dental, Life and Disability Insurance
- Paid time off and 401(k) plan
- Cell phone reimbursement
- Travel expense reimbursement
- Professional development opportunities
- Mass Golf and First Tee staff apparel

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

Kyle Harris

Director of Operations

First Tee Massachusetts

kharris@massgolf.org