



Assistant Director, First Tee – Massachusetts

REPORTS TO: Kyle Harris, Director of Operations, First Tee – Massachusetts

STATUS: Regular/exempt, full-time employee

START DATE: Fall 2023

APPLICATION DEADLINE: Candidates who apply by 5:00 pm ET on July 31 will be given first consideration. After July 31, applications will be reviewed on a rolling basis and position will remain open until filled.

POSITION LOCATION: The Links at Mass Golf, 300 West Main Street, Norton, MA.
Hybrid/remote work opportunities available throughout the year.

ABOUT THE ROLE:

First Tee Massachusetts is seeking to fill the position of Assistant Director 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 Assistant Director will partner closely with the Director to fulfill the mission and goals of the First Tee program by ensuring program fidelity, achieving key performance metrics, and growing the chapter's impact across the state. This position will have emphasis on program delivery, coach observation and development, competitive opportunities for participants, and growing the diversity of our participant base. The ideal candidate is a highly motivated, creative, and confident individual who possesses strong organizational and communication skills, and demonstrates a high level of personal integrity.

DUTIES & RESPONSIBILITIES:

- Serve as trusted resource and thought partner to Director of Operations, playing a key role in strategic growth of the chapter
- Conduct regular coach observations at locations across the state, providing feedback and identifying areas to improve, while ensuring that the First Tee Program is being delivered consistently across the chapter
- Serve as a Lead Coach for multiple classes at our flagship program location and support other program locations if necessary
- Direct oversight of Program Coordinator
- Create and develop opportunities for participants from different program locations to engage with each other outside of class



- Develop a plan to support participants who aspire to be competitive golfers; develop and support opportunities for them to compete
- Develop strong relationships with lead coaches, facility operators, support staff, and other key stakeholders around the state
- Support lead coaches in volunteer recruitment and coordination
- Support the Director in planning and operating annual golf tournament fundraiser
- Build relationships with existing and future First Tee community partners including schools, youth centers, and other non-profit organizations through First Tee School Program and First Tee Community Partner Program
- Occasionally attend and represent First Tee – Massachusetts at fundraising events, participant opportunities, and Mass Golf engagements
- Frequent in-state travel required for site visits and event support
- Support Mass Golf's efforts & strategic plan for advancing youth golf in the state
- Special projects as assigned by Director of Operations and First Tee Committee

QUALIFICATIONS & PREFERRED SKILLS:

- Required First Tee experience: Minimum three (3) years of First Tee work experience, or minimum of one (1) year First Tee experience if other factors are present such as two (2) or more years as a PGA/LPGA teaching professional. *Strongest consideration will be given to candidates currently working in the First Tee network.*
- Previous experience managing employees or First Tee coaches
- Must be versatile and flexible enough to work with a wide range of people and in many different scenarios, from coaching 7-18 year-old participants to interacting with First Tee Committee members and attending fundraising activities
- Excellent written and verbal communication skills
- Must possess a strong work ethic, be extremely organized, and have a positive attitude
- Ability to work both individually and as part of a team
- Basic knowledge of Salesforce
- Effectively manage multiple projects and deadlines simultaneously
- Willing and available to work extended days, nights, weekends, and potentially holidays, as needed
- Required to pass background check every two (2) years and complete annual child safety training in accordance with SafeSport legislation
- Bachelor's Degree or higher is preferable
- Must have a valid driver's license and reliable transportation.



COMPENSATION/BENEFITS:

- 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
- Complimentary access to our Par-3 golf course and indoor golf simulators, as well as other occasional golf opportunities

TO APPLY:

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

Kyle Harris
Director of Operations
First Tee Massachusetts
kharris@massgolf.org

ABOUT FIRST TEE & MASS GOLF:

First Tee – Massachusetts is a youth development organization that teaches kids and teens life skills and character values through golf. Part of the international First Tee organization, we are a state-wide chapter with 10 program locations around the state, serving more than 1,100 kids annually at our green grass facilities and hundreds more through our schools and community partner programs. First Tee – Massachusetts is supported and operated by the Massachusetts Golf Association (Mass Golf).

Mass Golf is a 501(c)3 non-profit organization that is dedicated to advancing golf in Massachusetts by building an engaged and inclusive community around the sport. With a community made up of over 110,000 golf enthusiasts and over 360 member clubs, Mass Golf is one of the largest state golf associations in the country. Members enjoy the benefits of handicapping, engaging golf content, course rating and scoring services along with the opportunity to compete in an array of events for golfers of all ages and abilities. At the forefront of junior development, Mass Golf is proud to offer programming to youth in the state through First Tee Massachusetts and subsidized rounds of golf by way of Youth on Course.