



Community & Operations Coordinator – New Position

REPORTS TO: Mark McCabe, Executive Director

EMPLOYMENT STATUS: Full Time, Non-exempt

START DATE: November/December 2023

APPLICATION DEADLINE: Applications will be reviewed on a rolling basis until the position is filled.

POSITION LOCATION: First Tee – Raritan Valley's office is located at The Learning Center at Galloping Hill Golf Course, 1 Golf Drive, Kenilworth, NJ 07033.

ABOUT THE ROLE:

First Tee – Raritan Valley is seeking to fill a new position within the chapter of Community & Operations Coordinator (COC). We are looking for 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 individual provides leadership in delivering operational and program objectives in a cost-effective manner on a consistent basis in line with First Tee values. Hours will be split between programming and operations work. The COC also handles a wide range of administrative and executive support related tasks.

The COC will partner closely with the Executive and Program Director to fulfill the mission and goals of the First Tee – Raritan Valley by ensuring program fidelity, achieving key performance metrics, and growing the chapter's impact across our service area.

The COC will represent the chapter to the communities we serve. S/he will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community.

DUTIES & RESPONSIBILITIES:

Operational

- Develop constructive, cooperative, and effective working relationships with staff, Board of Directors, coaches, volunteers, and individuals outside the organization, represent the organization to all stakeholders and public;
- Assist the Executive Director to plan, develop, and execute operational activities including tournaments, fundraisers, etc.;
- Assist in the development of marketing and promotional materials;
- Assist the Executive Director with administrative tasks;
- Develop yearly marketing and communications calendar for chapter and execute internal/external communication to include social media;
- Contribute to the development and implementation of new ideas to meet goals;
- Complete other duties and projects as assigned by Executive Director and Program Director;

Coaching & Instruction

- Become proficient in the First Tee curricula and coach philosophies by enrolling and staying active in the First Tee Coach Program;
- Lead the implementation of the First Tee Program for ages 5 – 18 at partner golf facilities creating a safe, fun, and inviting environment;
- Be a representative of First Tee – Raritan Valley at partner facilities and within the golf community;

Program Development & Support

- Assist with volunteer onboarding and training;
- Implement volunteer roles and responsibilities to ensure sufficient adult mentors and quality programming with the chapter

- Develop, organize, and execute community programs with YMCA, Boys & Girls Clubs and schools exposing First Tee and its programs to new families within our service area;
- Support the expansion of our LPGA/USGA Girls Golf program;
- Support the expansion of school and community partnerships promoting transitional opportunities;

Program Management

- Work with the Program Director to assist in developing, implement, and updating program policies and procedures
- Become proficient in the use of Salesforce, tracking participant information and attendance;
- Assist in the management and allocation of equipment used for First Tee programming;
- Assist in the development and implementation of measurable surveys and testimonial collections;
- Support goals and objectives of the organization by participating in strategic planning and calendar development.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree; Education, Nonprofit Management, Professional Golf Management, Recreation & Hospitality, Sports Administration, or another related field preferred;
- Passionate youth development ambassador with 1-3 years professional experience in youth programs;
- General knowledge of sports, working knowledge of golf preferred;
- Ability to meet physical demands of the position; sitting, standing, bending, lifting, walking, and athletic movements while manipulating golf playing and training equipment;
- Well-organized and energetic, lead by example doer, committed to personal excellence and time management;
- Excellent, transparent, and inclusive communicator who follows through and follows up; ability to share thoughts and observations; and who consistently treats others equitably and with respect;
- Knowledgeable professional, an avid and enthusiastic learner, will to ask questions and pursue professional development for self and others, fostering an active culture of philanthropic service and teamwork;
- Charismatic, personable, motivational in working with youth, coaches, and volunteers; possessing the ability to multi-task and problem solve with a smile;
- Skilled in standard office operations, computer applications and business software, such as Word, Excel, PowerPoint, and Google; experience with Salesforce.

COMPENSATION/BENEFITS:

Compensation will be commensurate with experience in the \$50,000 range, ability to earn year-end bonus based on performance, additional pay opportunity as First Tee Coach, medical stipend, paid holiday and vacation days, professional development opportunities, range privileges at Galloping Hill Golf Course, and staff clothing.

TO APPLY:

Please send cover letter, resume, and references to:

Mark McCabe, Executive Director, First Tee – Raritan Valley
mmccabe@firstteerv.org (No phone calls please.)

ABOUT FIRST TEE – RARITAN VALLEY:

First Tee – Raritan Valley creates experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Raritan Valley creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, schools and youth centers throughout Hunterdon, Middlesex, Morris, Somerset, Union and Warren counties in New Jersey.

Equal Employment Opportunity Statement:

First Tee – Raritan Valley is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.