



2600 West Russell St, Sioux Falls, SD 57104
605.310.2931 | info@firstteesouthdakota.org

Position

Assistant Manager of Operations, First Tee – South Dakota

Organization

First Tee – South Dakota has been creating 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 – South Dakota 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 12 golf courses, 87 schools, and 2 youth centers in the state of South Dakota.

Position Summary

The Assistant Manager of Operations will be primarily responsible for the day-to-day leadership and operation of the Learning Center, including program coordination, administrative duties, and coaching. This individual will play a key role in ensuring the Learning Center is a vibrant, welcoming, and impactful hub for youth programming year-round. S/he will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community. This position reports to the CEO and works closely with the Operations Director

Key Criteria for success of the role include:

- **Collaborate effectively** with staff to build on the success of the Learning Center and continually improve outcomes for youth
- **Manage multiple responsibilities** and prioritize tasks in a fast-paced environment
- **Communicate clearly and professionally**, both verbally and in writing, to foster collaboration and teamwork
- **Utilize technology effectively**, including Microsoft Office, scheduling tools, and CRM systems (Salesforce preferred)

Responsibilities

Learning Center:

- Work with staff, school districts and community partner organizations and assist in coordinating schedules, transportation, and transition opportunities
- Serve as a welcoming on-site presence and point of contact for the Learning Center
- Identify and implement new program opportunities with other Youth Serving Organizations
- Implement and schedule off-season and supplemental programs
- Maintain and inventory equipment needs for the programs
- Assist in the development/selection of training aids and materials
- Support summer programs, shoulder season programs, and administration

Management/ Administration:

- Assist with communications, data entry, supply ordering
- Support the CEO in Fundraising administration
- Work with Operations Director to assist in developing, implementing, and updating program policies and procedures
- Assist in developing and adhering to the operating budget
- SafeSport/Sport 80 Child Protection Policies are compliant

Volunteers and Coaches:

- Assist to ensure sufficient coaches and volunteers are available for Programs
- Assist in the implementation of statewide coach training
- Coach as needed

Community/ Network Outreach:

- Organize and participate as directed in special events
- Communicate with and submit documentation as required to First Tee Headquarters through the Operations Director and CEO



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- Network with staff at other chapters and exchange best practice ideas

Other duties as assigned by the Operations Director or CEO

Qualifications

- Commitment and passion for the mission and purpose of First Tee – South Dakota and a passion to improve the lives of kids. Adherence to the standards of conduct established by First Tee
- Exceptional communication, interpersonal relations, teambuilding, and organizational skills. Charismatic, personable, and motivational in working with youth and volunteers
- Ability to travel to meet with partner organizations, schools, trainings, chapter and Network events as required and manage a flexible work schedule
- Golf knowledge is desired but not required; a willingness to learn is essential

To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to
julie@firstteesouthdakota.org

Closing date for this position is TBD. First Tee – South Dakota has the right to accelerate or extend the closing date of this position at any time.

Salary Range and Job Type

Compensation will be commensurate with experience | Full Time Exempt
Benefits include: Health Insurance, PTO, Flex Time accrual, Paid holidays, 401(k), Bonuses, Relaxed Dress Code

Equal Employment Opportunity Statement:

First Tee – South Dakota 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.