



**POSITION:** Assistant Program Coordinator, First Tee - South Dakota

**Region:** Sioux Falls, SD

## **SUMMARY**

The Assistant Program Coordinator (APC), reporting to the Program Coordinator (PC), will provide oversight and direction to fulfill the organization's mission specifically in Sioux Falls and the surrounding area (region). Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote and expand the efforts of the organization.

Reporting to and collaborating with the PC and Operations Director, the APC will oversee program design, implementation, evaluation of programs and curriculum, coach scheduling with a specific focus in Sioux Falls. In accordance with the standards set by the Executive Director, and in collaboration with the PC, the APC will coordinate the program coaches, volunteers, partnerships, events, data reporting, policies, procedures, and safety protocols.

The APC will represent the chapter to their community. s/he will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community.

*Key Criteria for success of the role include:*

- Enjoy coaching kids, volunteers and adults in a fun, safe environment
- Ensuring program effectiveness through evaluation of quantitative and qualitative program analytics
- Understand the importance of youth safety and fulfill safety protocols
- Expand and scale First Tee's programming in additional high-priority, at risk neighborhoods
- Organizational and good communication skills
- Desire for continuous professional and personal development

## **RESPONSIBILITIES**

- Oversee First Tee on-course and community programs in the city of Sioux Falls. Top priority will be promoting diversity, retention and advancement at these locations and maximizing the number of certifying participants;
- Organize community partners within Sioux Falls, with a particular focus on the partners surrounding golf courses to involve more underprivileged, underserved and minority youth;

- Ensure top quality program delivery, leading instruction of First Tee classes and on- course playing opportunities, organize and manage volunteer recruitment, training and management in collaboration with the OD. Possess or gain certification in First Tee life skills curriculum training;
- In collaboration with the PC, manage all Salesforce database records for their region. This includes but is not limited to: tracking certifying and community partnership participant numbers and demographic information;
- Communicate with parents/participants via website, email, social media and phone calls;
- Work cohesively with PC to schedule programs and post online when registration is open;
- Effectively schedule coaches/volunteers to teach/lead classes that are appropriate for their skill set and teach/lead classes as needed;
- Collect and submit weekly pictures, videos and descriptions of programs for posting on the chapter's social media accounts;
- Uphold all Child Protection Policies, background checks, and training as set forth by First Tee HQ

### **To Apply**

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to [info@firstteesouthdakota.org](mailto:info@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 | Seasonal  
 Benefits include: Flex Time accrual, 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.