



Job Description
Program Coordinator
The First Tee of Greater Houston

Organization Name: Houston Golf Association (HGA) – The First Tee of Greater Houston

Position Title: Program Coordinator

Position Type: Full-time, exempt

Salary: Commensurate with experience

Job Posting Description:

The First Tee Program Coordinator primarily oversees and executes program and curriculum delivery in accordance with The First Tee Life Skills Experience at multiple locations in our service area. This position reports to the Program Director.

Duties/Responsibilities

- Must become proficient in the delivery of PLAYer, Par, Birdie, Eagle and Ace Modules and familiar with the National School Program and DRIVE Program
- Ensure activities align with The First Tee of Greater Houston current-year execution plan
- Execute classes and implement The First Tee Life Skills Experience as outlined in The First Tee guidelines and consistent with offerings at other program locations
- Educate parents/guardians on program activities and develop update-to-date written lesson plans in order to create an optimal learning environment for participants and make the game fun for juniors
- Coordinate registration and help create programming schedule at the program locations
- Communicate regularly with appropriate HGA personnel regarding any The First Tee matters
- Help recruit, train, and retain volunteers, parents, physical educators, and golf professionals to aid with instruction
- Provide a safe environment and maintain the quality of equipment, facilities, and all instructional areas
- Demonstrate the behavior expected of participants going through the Life Skills Experience
- Maintain and submit accurate records of participants to The First Tee HQ and/or HGA regularly and track participants' information and progress through Salesforce
- Create and implement off-season and weather contingency programs
- Able to travel to multiple program locations to conduct LSE
- Provide staff support to Houston Golf Association activities including the HGA Junior Golf Program, Amateur Golf and Municipal Golf

Qualifications

- Bachelors Degree in the areas of sports administration, education, recreation or related field preferred
- At least 2-3 years experience in working with youth
- Willingness to learn and teach The First Tee curriculum
- Able to adapt to change
- Self-starter, team player, charismatic, personable, and motivational in working with youth
- Golf knowledge preferred
- Able to attend trainings to become a recognized The First Tee Coach

Contact Person: Brian Ladet

Resumes may be sent to bladet@hga.org