



Employment Details

Position: Program Coordinator

Post Date: January 29, 2024

Chapter Name: First Tee – Western New York

Salary/Wage: \$25 per/hr

Location: Buffalo New York

Position Type: Part-time

Job Category: Programming

Preferred Education Level: Bachelor's Degree

Start Date: April 1, 2024

preferred (but not required) in the areas of sports administration, education, recreation, psychology, or related field preferred. All experience will also be considered.

Program Coordinator

Job Summary: The Buffalo Program Coordinator of First Tee - WNY will be responsible for working with the Program Director to assist in all aspects of our On Course youth development programs, including curriculum development, program implementation, and staff management. The ideal candidate will have a proven track record of success in nonprofit management, a passion for youth development, and a deep understanding of the game of golf.

Responsibilities:

- Assist the Program Director in planning, organizing and implementing all On Course programs, including but not limited to golf instruction, life skills training, and development of On Course Program coaches and volunteers.
- Work with the Program Director to develop and manage program budgets, track program expenditures, and maintain financial records.
- Help recruit, train, and supervise staff and volunteers who assist with On Course program delivery.
- Provide direct support to participants during program activities, including conducting golf lessons, facilitating life skills sessions, and supervising on-course play.
- Maintain accurate participant records, including attendance, progress reports, and evaluation data.

Qualifications:

- Bachelor's degree in education, sports management, or related field preferred.
- At least 2-3 years of experience working in a youth development program, preferably with a focus on sports and/or character education.
- Knowledge of golf instruction and/or PGA certification is a plus.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse populations.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficiency in Microsoft Office Suite, Google Workspace, and social media platforms.
- Ability to work flexible hours, including evenings and weekends, as required.