

## First Tee – Greater Detroit: Program Coordinator Goals & Attainment

**JOB SUMMARY.** Reporting to the Program Director (PD), the Detroit Area Program Coordinator (PC) will provide oversight and direction to fulfill the organization’s mission in Wayne County. Inspired by a genuine passion for empowering and helping youth succeed in life, and in collaboration with the PD, the Director of Operations and the CEO, the PC will assist in program design, program implementation and the evaluation of programs at Detroit program locations. In accordance with the standards set by the CEO and PD, the PC will help oversee the Detroit area program coaches, volunteers, partnerships, events, data reporting, policies, procedures and safety protocols. The PC will help represent the chapter in front of key constituents.

### ROLES & RESPONSIBILITIES:

<b>Instructions &amp; Programs</b>	Assist the PD in program development and curriculum implementation. (The PC must become proficient in the delivery of the First Tee Program Curriculum.)
	Coordinate schedules and lesson plans for clinics, workshops and programs with other youth serving organizations and schools.
	Demonstrate a desire to teach youth from all backgrounds and ensure the programs and experiences are fun and safe for participants and coaches alike.
	Help track participants’ progress and assist the PD in communicating that progress to families.
	Assist in developing, implementing and updating program policies and procedures and awards for participants.
	Ensure all participants and coaches receive necessary First Tee equipment, apparel, nametags, etc.
	Manage and coordinate with lead coaches/site coordinators all existing inventory of program gear and supplies.
	As requested, communicate with parents/guardians via email, mail, text and telephone calls.
	Provide opportunities to engage parents/guardians in their child’s learning.
<b>Volunteers &amp; Mentors</b>	Assist the PD in onboarding new volunteer coaches.
	Involve volunteers in the delivery of programs.
	Provide training opportunities for volunteers/mentors.

	Recruit new volunteers via established methods and identify new ways to expand First Tee – Greater Detroit’s volunteer community.
	Identify coaches for additional, higher level training programs.
	Assist with coach orientation and coach appreciation activities.

<b>Community / Network Outreach</b>	Represent the chapter to the community and aid in fundraising, marketing, public relations and communications efforts.
	Take the lead in running the organization’s social media program. This includes creating and posting graphics, videos and other content on First Tee – Greater Detroit’s social media channels.
	Manage, organize and attend special events.
	Develop, foster and maintain partnerships with other youth serving organizations in the Detroit area.
	Network with other chapter colleagues and exchange best practices.
	Identify and recruit strategic program affiliate sites/locations within Detroit.