



# Assistant Program Director

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## Chapter Overview

First Tee – Sarasota/Manatee creates 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 – Sarasota/Manatee 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 golf courses, elementary schools, and youth centers in the community

## Mission Statement

To impact the lives of young people by providing educational programs that build character and instill life-enhancing values through the game of golf.

## Position Summary

The Assistant Program Director supports the planning, delivery, and evaluation of First Tee programs that empower youth through golf and life skills education. This role assists in daily program operations, coach supervision, community engagement, and participant development while upholding First Tee's mission and core values.

The ideal candidate is passionate about youth development, organized, relationship-oriented, and comfortable working in both programmatic and administrative capacities.

## Responsibilities

### Program Delivery & Support

- Deliver First Tee classes, camps, and programs in alignment with First Tee curriculum, safety standards, and organizational values. Provide on-course and off-course instruction including life skills and golf fundamentals
- Provide full oversight and supervision of coaches to ensure adherence to First Tee policies, child safety requirements, and best practices
- Develop lesson plans as needed to support the curriculum
- Assist with recruiting, onboarding, and training coaches and volunteers
- Provide on-site leadership and support to coaches during programs
- Serve as acting lead in the absence of the Program Director

### Program Management

- Track attendance, participant data, and program outcomes using First Tee systems.
- Monitor program quality, consistency and participant experience
- Manage program scheduling with coaches and volunteers, facility coordination and equipment management
- Serve as the primary manager for PGA Jr. League

### Outreach

- Assist with communication, and retention efforts to First Tee Family
- Represent the chapter at community events, outreach activities, fundraising programs, and partner meetings as needed
- Build positive relationships with participants, parents/guardians, schools and community partners
- Support initiatives focused on inclusion, access, and outreach to underserved youth

## Qualifications

### Knowledge/Experience

- Experience working with youth (ages 4-18) in educational, recreational, or nonprofit settings
- Knowledge of and love for the game of golf
- Coaching or teaching experience
- Experience with program management or nonprofit operations

### Competencies

- Strong organizational, communication, and interpersonal skills
- Excellent conflict management and diplomacy skills
- Ability to effectively engage with a diverse range of participants across various age groups
- Decision making and exercises good judgment
- Exhibit a clear commitment to professional growth and advancement within First Tee leadership

### Job Requirements

- Passion for youth development and First Tee's mission
- Valid driver's license and ability to drive to program locations in Sarasota and Manatee counties
- Ability to deliver programs 6 days week, majority of programs in afternoon and Saturday mornings except for Summer Camp
- Commitment to 8-week Summer Camp (Mon-Thurs)
- Ability to pass background checks and child safety training
- CPR/First Aid certification (or willingness to obtain)



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## Salary/Reports/Info

- Reports to Program Director
- FSLA Status: Exempt Full Time
- Compensation: \$60,000/year
- PTO:
- Cell Phone Stipend

**SUBMIT RESUME TO JUDY BRAUN AT  
[judy@braunleadership.com](mailto:judy@braunleadership.com)**