



## Kalamazoo Program Coordinator

Position Posted: December 1, 2021

Apply Before: February 14, 2022

**Job Category & Wage:** Full-time Seasonal (March-October), \$15/hour

**Location:** Kalamazoo, MI

**Relevant Work Experience:** See Below

**Preferred Education Level:** Bachelor's Degree (or currently pursuing) in Business, Sports Management, Prof. Golf Management

### Organization Overview

The Lake Michigan Junior Golf Association was established in December of 2006 to provide junior golf tournaments in West Michigan to all youth. In 2011, The Lake Michigan Junior Golf Association shifted its focus to establishing a chapter of First Tee - West Michigan. On June 23, 2011, First Tee - West Michigan officially became a chapter of First Tee.

First Tee - West Michigan is one of 150 chapters worldwide that are part of a global non-profit youth initiative. First Tee was created in 1997 by the World Golf Foundation to use golf and character education to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity and sportsmanship. By engaging youth in a combination of life skills, leadership and golf activities, they are exposed to positive traits that will help them become valuable assets to their community and eventually achieve success in life. First Tee's Life Skills & Golf Experience curriculum is the unique component that sets it apart from many other successful junior golf programs.

At First Tee - West Michigan, we are highly focused on reaching out to at-risk and disadvantaged youth. We want our participants to see the beauty of the golf course, learn the skills they need to succeed in life, and build relationships with those who care for their well-being. In 2021, we worked with 1,600 participants in West Michigan, 350 of which were from Kalamazoo County.

### Position Description

The Kalamazoo Program Coordinator will report directly to the Kalamazoo Area Director. Inspired by a genuine passion for empowering and helping youth succeed in life, s/he will work diligently to promote and expand First Tee programs in Kalamazoo. The Program Coordinator will help with program design, implementation, and support the overall strategic and operational plan for First Tee – West Michigan in Kalamazoo. This position will coach sessions with students 3-4 days per week, including Saturdays.

The ideal candidate has outstanding administrative, communication, interpersonal and organizational skills, strong affinity for golf and the golf community, and an interest in working with participants ages 7-17 (and their parents).

### Responsibilities

#### Programming:

- Help develop and implement First Tee curriculum as outlined by the Program Director and Kalamazoo Area Director
- Coordinate registration, schedules, transportation and lesson plans for clinics and programs with other youth serving organizations and schools
- Identify, meet, and partner with area organizations and schools who work with First Tee's target demographic (lower-income populations)
- Lead (Coach) First Tee's six-class sessions and various other parts of programming with kids and teens 3-4 days/week

- Provide a safe environment for all students and coaches
- Make the game and experience fun for participants
- Maintain the quality of the equipment and all instructional areas
- Empathy, patience and excitement to serve and work with students from challenging backgrounds
- A knowledge of the game of golf, and an ability and desire to work directly with students
- Attend all First Tee events including outings and golf marathons

### **Administrative:**

- Help track participants information and progress through First Tee online participant databases (Salesforce & Parent Portal)
- Manage student registration for Kalamazoo programs
- Communicate with parents through website, email, text, and phone calls
- Help with the scheduling of coaches and volunteers for all programs
- Other data entry that the Area Director needs help with
- Assist in the creation of promotional materials to increase the awareness of the programs

### **Coaches/Volunteers:**

- Help recruit part-time Lead Coaches and volunteers
- Identify and attend events and golf leagues to promote First Tee and actively seek out volunteers/coaches

## **Qualifications**

The following characteristics are necessary for success in this position:

### **Communication Skills**

- Strong use of the written English language, including grammar, spelling and punctuation
- Active listener
- High emotional IQ
- Ability to multitask

### **Technical Skills**

- Computer savvy
- Comfortable learning online database systems
  - WhenIWork, PandaDoc, Hubspot, G-Suite, Asana, SalesForce, Slack, are used with frequency
- Golf swing knowledge
- Youth/coaching experience

### **Personal Characteristics**

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| <ul style="list-style-type: none"> <li>• A love for youth (age 7 to 17)</li> <li>• High Integrity</li> <li>• A servant heart</li> <li>• High attention to detail</li> <li>• Strong memory</li> <li>• Ability to focus in a high-energy environment or as an individual</li> </ul> | <ul style="list-style-type: none"> <li>• Flexible</li> <li>• Organized</li> <li>• Personally accountable</li> <li>• Outcome driven</li> <li>• Efficiency seeker</li> <li>• Challenger</li> <li>• Patient</li> </ul> |
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## **Job Benefits**

- Mileage reimbursement for in-work travel
- Flexibility of schedule
- Ability to work remotely semi-frequently
- Holidays Off (Memorial Day, Independence Day, Labor Day)

## Interested?

Please submit a cover letter, resume, and salary requirements to the following email:

[hr@firstteewestmichigan.org](mailto:hr@firstteewestmichigan.org)

Contact: Ben Elenbaas, Administrative & Accounting Coordinator and Taylor Boer, Program Director.

Telephone: 616-208-1177

Website Address: [www.thefirstteewestmichigan.org](http://www.thefirstteewestmichigan.org)

Watch this video for an overview of First Tee - West Michigan:

<https://www.youtube.com/watch?v=py0mtv16s64&t=1s>

