



POSITION TITLE: **Director of Instruction (Full-time)**

PROGRAM SITE(s): Waveland Facility (primary), Robert A. Black GC, Diversey Range, et. al.

ACCOUNTABLE TO: Director of Program Development and CEO

CLASSIFICATION: Salaried/Full-Time

COMPENSATION: Salary commensurate with experience

**About First Tee – Greater Chicago:**

First Tee – Greater Chicago, a 501 (c) 3 organization, is dedicated to impacting the lives of young people in the Chicagoland area by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf. Founded in 2000, First Tee – Greater Chicago reaches young people through its core program, the Life Skills Experience, as well as outreach to the broader community through its school and community-based programs. For more information: [www.firstteegreaterchicago.org](http://www.firstteegreaterchicago.org).

**Job Summary**

The Director of Instruction (DOI) position will be primarily assigned to the Waveland Clubhouse and Practice Facility (currently in development), assisting with administration at other program sites as assigned. The DOI collaborates with the Director of Program Development on: 1) overall program and curriculum development, 2) coach recruiting and training, and 3) planning, promoting, and scheduling primarily for Waveland and other facilities as assigned. As a member of First Tee Greater Chicago’s leadership team, the DOI will serve on the Board-led Facilities Committee, actively participate in strategic planning, and advise on other operational, programmatic and outreach initiatives as appropriate. Additionally, the DOI will have the option to deliver private instruction outside of programming hours (see below) at our Waveland facility, to supplement their income through a mutually agreed-upon shared revenue program.

## **Duties and Responsibilities**

### **Site Management and Lead Coach – Waveland**

- Oversee day-to-day operations and programming at the Waveland facility (with additional staff support)
- Serve as the lead coach for Waveland, and assist with coaching at other program sites as assigned/needed
- Ensure a safe working and learning environment for all visitors, staff, coaches and volunteers at the Waveland facility
- Recruit and train coaches, volunteers, and seasonal staff for Waveland, and other program sites as assigned/needed
- Report on program site highlights, needs, and basic metrics
- Assist in coordination and tracking of registration and participant progress for Waveland and other program sites as assigned/needed

### **Program Development, Administration, and Instruction**

- Work with the Director of Program Development to improve overall quality of instruction and delivery across all program sites (with a special emphasis on Waveland as an “incubator” for new program development) and with the goal of converting outreach kids to LSE registrations, and retaining youth from program entry through 18 years old
- Collaborate with Director of Program Development to revise and implement coach training program
- Assist Director of Program Development with maintenance and updating of Sales Force registration records for Waveland, and other program sites as assigned/needed
- Develop a retention plan to move participants through certification levels
- Identify, encourage, and assist qualified youth to participate in golf tournaments, national opportunities, and local chapter events
- Optional: provide private instruction to local youth (and potentially adults) at self-assessed fees; through a mutually agreed upon shared revenue model (to help cover facility usage and operational costs)

### **Outreach & General Responsibilities**

- Promote the Outreach Programs (School and Community Program) throughout service area, and when needed, recruit schools and youth service organizations to adopt the program(s)

- Model First Tee 9 Core Values and be able to convey First Tee's mission to key stakeholders and the general public
- Assist as needed in the planning and operations of chapter special events, fundraisers, and marketing/outreach activities
- Assist Director of Program Development with accurate reporting of grant metrics and financials
- Demonstrate and adhere to the [First Tee Code of Conduct](#)
- Maintain a professional and cordial attitude with staff, families, and public
- Other duties, as assigned

### **Qualifications**

- Bachelor's Degree from an accredited college/university
- Golf experience required, PGA/LPGA Member/Apprentice preferred
- Experience with youth development programs, or educational environment
- Exceptional communication and managerial skills
- Comfortable interacting with and communicating across a wide range of stakeholders: kids, parents, donors, volunteers, coaches, etc.
- Availability to work occasional evenings and weekends
- Basic computer skills (email, Microsoft Office suite)
- Access to personal vehicle highly recommended

Licenses and Certificates – Possess a valid Driver's License with a driving record acceptable to First Tee. Candidates must agree to a background check and comply with Safe Sport requirements.

Employee benefits - Benefits include dental, medical, vision, 401K, vehicle mileage reimbursement, and a monthly cell phone allowance.

Please send resume and cover letter to Dinna Trovero [dtrovero@firstteechicago.org](mailto:dtrovero@firstteechicago.org) by October 30, 2021.