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

PROGRAM SITE(s): Robert A. Black GC, Diversey Range, Sydney Marovitz GC, et. al.

ACCOUNTABLE TO: Director of Program Development and CEO

CLASSIFICATION: Salaried/Full-Time

COMPENSATION: $40,000-$45,000/yr., commensurate with experience

About First Tee Greater Chicago:
First Tee of 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 The First Tee National School and DRIVE programs.

Job Summary
The Director of Instruction (DOI) position provides leadership and facilitation pertaining to program and curriculum development. In addition to instruction, the DOI will help to plan, promote and schedule programming in accordance with The First Tee Golf and Life Skills Experience.

Duties and Responsibilities

Instruction

- Will work with the Director of Program Development to facilitate programs
- Assist in coordination and tracking of registration with First Tee and participant progress
- Develop a retention plan to move participants through certification levels
- Provide a safe environment, and train seasonal and volunteer staff on safety guidelines
- Encourage and assist qualified youth to participate in golf tournaments, Home Office opportunities and local chapter events
- Report on program site highlights, needs, and basic metrics

Outreach & General Responsibilities

- Promote the Outreach Programs (NSP and DRIVE) 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 the public

- Maintain a professional and cordial attitude with staff, families and public alike
- Assist as needed in the planning and operations of chapter special events/fundraisers
- Assist Director of Program Development with accurate reporting of grant metrics and financials
- Assist Director of Program Development with maintenance and updating of Sales Force
- Adhere to the standards of The First Tee Code of Conduct
- Other duties, as assigned

Qualifications

- Bachelor's Degree from an accredited college/university
- Golf Experience Required, PGA Member/Apprentice or LPGA (preferred not required)
- Experience with youth development programs, or educational environment
- Exceptional communication and managerial skills
- Flexible Schedule, occasional evenings and weekends
- Access to Personal Vehicle

Licenses and Certificates – Possess a valid Driver's License with a driving record acceptable to The First Tee. Candidates must agree to a background check through EmPower HR.

Please send Resume and Cover Letter to amurray@thefirstteegreaterchicago.org