



OPPORTUNITY:

Title: Program Manager, First Tee – Atlantic
Reports to: Director, Grow the Game, Golf Canada
Location: First Tee – Atlantic – Halifax, NS
Status: Full Time
Ideal Start Date: February 7th, 2022

OVERVIEW:

Golf Canada and the First Tee have announced a partnership to launch **First Tee – Canada. First Tee – Atlantic** will launch in Q4 2021 with additional chapters opening across Canada in 2022 and beyond. The chapter will be housed in the Halifax office of the Nova Scotia Golf Association who will provide support services as required.

The First Tee - Atlantic Program Manager will report directly to the Director, Grow the Game at Golf Canada and will be responsible for strategic planning, promotion and key stakeholder communication in accordance with procedures established by First Tee. Additionally, the First Tee – Atlantic program manager will be expected to work with the NSGA, Golf NB, PEIGA and Golf NL in an effective manner to ensure the successful delivery of First Tee programming. Additional responsibilities include fiscal management, policy implementation and safe delivery of programming.

This opportunity will appeal to an individual who is a high achiever and looking for an opportunity to create, nurture and grow a significant program in Canadian golf.

PRIMARY DUTIES:

Program Management

30%

- Negotiate program / delivery agreements, contracts and commitments with golf facilities, community organizations and school districts within Atlantic Canada
- Manage the development of appropriate instructional programs and training materials
- Develop, implement, and update First Tee – Atlantic program policies and procedures
- Report program metrics, operations data, and pertinent program data to Golf Canada and First Tee – Atlantic Ambassador Committee
- Develop a volunteer management system to ensure sufficient adult mentors and quality programming, including recruitment, training, recognition, and retention plan
- Develop written roles and responsibilities for volunteer positions
- Assist the First Tee – Atlantic fundraising lead with philanthropic endeavours including individual donors, events and general outreach
- Effectively collaborate with Provincial Golf Associations to ensure the successful delivery of the program in all four Atlantic provinces.

Marketing/Communications

20%

- Supervise all work related to public relations, internal communication, and publications
- Assist in the creation of promotional brochures to increase awareness of the programs and facility
- Develop and oversee all communication activities and policies
- Establish and develop media relations
- Convey the Chapter's brand image to the public
- Coordinate communication activities for openings, special events, newsletter, printed materials, and the website
- Manage the First Tee – Atlantic program website
- Implement public education and outreach activities, including public presentations, advocacy, training, and testimony

Development/Network Outreach

20%

- Develop partnerships with schools for the First Tee School (NSP)
- Develop partnerships with community programs and transition opportunities for outreach
- Identify and recruit strategic program affiliate sites within Chapter service area
- Create and maintain relationships with program affiliate partners
- Network with other First Tee - Canada Chapter colleagues and exchange best practice ideas
- Foster relationships with Provincial Golf Association staff

Administration

10%

- Plan, manage and adhere to the First Tee – Atlantic to the Program & Operating budget
- Share in the development of the Business Plan and oversee its implementation
- Participate in Ambassador Committee meetings
- Manage the First Tee – Atlantic staff who are located in each province
- Develop, review and implement effective personnel policies and procedures

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- University/College degree or equivalent in sport management, business, or related field
- Bilingual in English and French is considered an asset
- 3-5 years sport program management experience is preferred
- Experience as PGA of Canada or LPGA teaching professional is considered an asset
- Demonstrate exceptional communication, fiscal management, and managerial skills
- Experience working on programs that support the development of diverse youth
- Experience in identifying and managing program staff and volunteers
- Knowledge and experience in program evaluation and development
- Able to work with youth and a passion for youth development
- Able to travel to attend training and networking meetings
- Golf knowledge

APPLICATION DETAILS:

Golf Canada - Human Resources
1333 Dorval Drive, Suite 1
Oakville, ON L6M 4X7
Email: resumes@golfcanada.ca
Visit: www.golfcanada.ca

One (1) position available. Golf Canada will interview up to six (6) candidates. Forward cover letter and resume, by e-mail or mail only, NO PHONE CALLS PLEASE to the above contact by **11:59pm**,

December 1st, 2021. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada is committed to providing a safe environment for all, especially children. All applicants will be thoroughly screened using background checks and a review process.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace to build an inclusive workforce where all employees can reach their potential.

Golf Canada's core values are "Fun, Excellence, Inclusion, Respect, Accountability" and while these are included in each employee's offer of employment and annual employment letters, these core values are also an integral part of the Golf Canada's recruitment, hiring and annual review process.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700.