



**Job Announcement
Volunteer Coordinator (Part-Time)**

Chapter Overview

The First Tee of the Triangle is one Chapter of a national non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other successful junior golf programs. The First Tee of the Triangle was founded in 2004 and has served over 20,000 young people in our community since that time.

Mission Statement

Our mission is to impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

Reports to

The Volunteer Coordinator reports to the Program Director.

Job Summary

The Volunteer Coordinator will support the Program Director and Director of School Programs in all aspects of our volunteer coach program; recruitment, processing applications, scheduling interviews, onboarding processes, scheduling, reporting, and database management. The Volunteer Coordinator will work closely with 150+ volunteers per year, establishing relationships with those individuals and ensuring a positive experience for all stakeholders. This position is a part-time position that will work approximately 10-15 hours per week.

Roles and Responsibilities

Volunteer Administration:

- Recruit volunteers in the communities in which we serve.
- Process volunteer applications, schedule and conduct interviews.
- Ensure proper onboarding of all volunteers including background checks, Child Protection Course, in-person training or online Assistant Coach Training.
- Schedule volunteers for program sessions and other value-added opportunities.
- Communicate with volunteers via email and phone on a regular basis including upcoming sessions, important dates, program updates, etc.
- Maintain accurate volunteer records in the database and be able to efficiently generate relevant and accurate reports.
- Assist with volunteer trainings and meetings.
- Support the Program Director in stewarding volunteers.
- Other duties as assigned.

Preferred Qualifications

- Bachelor's Degree (High School Diploma required) with at least one year of professional work experience.
- Excellent computer skills including Microsoft Office Suite, database management, and general internet use.
- Must be able to multi-task in a dynamic office environment (demonstrated proficiency managing multiple tasks concurrently).
- Strong attention to detail and organizational skills.
- Willingness to provide top-notch customer service and support to all stakeholders of our mission.
- Strong verbal and written communications skills.

Please submit your cover letter, resume, and three references to b.baker@thefirstteetriangle.org.

Salary Range: Based on Experience

Closing date: 1/4/2019

Anticipated Start Date: 2/4/2019