

Education and Outreach Manager

Job Description

Position Title:	Education and Outreach Manager
Division/Department:	Programming
Reports to:	Senior Director of Programs
FLSA Classification & Position Type:	Exempt / Full time
Salary Range:	\$46,000 - \$52,000
Location:	Hybrid: First Tee – Greater Richmond Administrative Office, golf facilities, community partner locations, and remote work as appropriate.

ABOUT US & JOB SUMMARY

First Tee – Greater Richmond (FTGR) is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment.

The Education and Outreach Manager supports the delivery and coordination of First Tee – Greater Richmond’s School and Community Programs, helping introduce young people throughout the Greater Richmond region to First Tee’s character, life skills, and golf curriculum. This position manages day-to-day relationships and program logistics with schools and community partners, supports coaches and volunteers, and assists in creating pathways for participants to transition into ongoing First Tee Programs.

This role also leads the coordination and growth of First Tee – Greater Richmond’s LPGA*USGA Girls Golf Program, creating welcoming opportunities for girls to build confidence, develop golf skills, and remain engaged with the game. Working under the direction of the Senior Director of Programs, this position helps ensure education and outreach initiatives are safe, consistent, high-quality, and aligned with the organization’s broader programming strategy.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it

necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate the day-to-day implementation of First Tee School and Community Programs in alignment with priorities and plans established by the Senior Director of Programs, including programming with school districts, Title I schools, charter schools, and youth-serving organizations.
- Manage program logistics including schedules, registration, facility booking/usage, transportation, equipment, and other operational needs.
- Maintain day-to-day relationships with existing school and community partners and coordinate the onboarding and implementation of new partnerships approved by the Senior Director of Programs.
- Lead the coordination and delivery of FTGR's LPGA*USGA Girls Golf Program, including programming, events, communications, and participant engagement.
- Create and support opportunities for school and community partner participants to transition into ongoing First Tee Programs at green-grass facilities.
- Support FTGR's summer internship program, including the training, supervision, and development of approximately 6–8 college interns annually who support summer camps and programming in conjunction with the Program Manager.
- Support part-time outreach coaches, interns, and volunteers through scheduling, communication, onboarding, training, and day-to-day program support.
- Work with the Senior Director of Programs and Player Development Professionals to support consistent, safe, and high-quality program delivery.
- Assist with lesson planning, program materials, equipment needs, and other resources necessary to support coaches and participants.
- Maintain accurate participant, partner, and program data and assist with tracking participant transitions, retention, and other key program metrics.
- Provide program information, impact stories, and participation data to support organizational reporting, fundraising, and communication efforts.
- Represent FTGR at appropriate school, community, partner, and participant engagement events.
- Ensure the physical, emotional, and social safety of participants and compliance with FTGR's child safety and program standards.

QUALIFICATIONS AND JOB EXPERIENCE (education and experience)

- Bachelor's degree in education, youth development, recreation, sports management, nonprofit management, or a related field preferred; equivalent relevant experience considered
- Valid Driver's License and ability to travel throughout the service area and work occasional evenings and weekends based on program needs
- Ability to complete all required background checks, SafeSport requirements, and child-safety training
- 2-4 years of experience working with youth, schools, community organizations, recreation programs, or similar environments
- Experience coordinating programs, events, volunteers, or part-time staff preferred
- Strong interpersonal and communication skills with the ability to build relationships with youth, families, educators, coaches, and community partners
- Strong organizational and time-management skills with the ability to coordinate multiple programs and schedules

- Familiarity with golf is preferred; willingness to learn the game and First Tee curriculum is required
- Comfortable using standard office and program-management technology and learning First Tee data systems
- Ability to travel throughout the service area and work occasional evenings and weekends based on program needs

BENEFITS

- Salary to commensurate with experience
- Medical, dental, and vision insurance
- 401K after one year of employment
- Complimentary use of First Tee - Greater Richmond facilities for immediate family (some restrictions apply)

OTHER INFORMATION AND EXPECTATIONS

- Maintains adherence to the organization's policy on confidentiality in all matters regarding personnel, financial, volunteer, and other business information about the organization.
- Seeks and participates in continuing education or professional development related to the position, the organization, or both.

WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS

This is a hybrid position with work performed across First Tee – Greater Richmond's administrative office, golf facilities, schools and community partner locations, with flexibility for remote work based on program schedules, organizational needs, and supervisor approval. Because this is a community-facing position, regular in-person presence at programs, partner locations, and First Tee facilities are an essential part of the role.

Typical days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m., with flexibility based on programming needs. Occasionally early morning, evening, and weekend work may be required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle, or feel objects, tools or controls; use fingers and hands to control computer mouse, type or write; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

APPLICATION PROCESS

Email a cover letter, resume, and three references (name, contact information, relation to applicant) to Chevonne Braxton, Senior Director of Programs, at chevonne@firstteerva.org

****All candidates are subject to a SafeSport background check****

EEO STATEMENT

First Tee - Greater Richmond provides equal employment opportunities (EEO) to all employees and applicants and does not make employment decisions because of or on the basis of race or

traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, including lactation, age (40 years of age or older), national origin, disability, marital status, veteran status, or any other basis prohibited by federal, state, or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. First Tee – Greater Richmond reserves the right to modify the scope of this position. Factors that may affect this position include, but are not limited to, those related to business needs, organizational structure, industry trends, and individual skills and performance.