



## OPPORTUNITY:

Title: Coordinator, First Tee – Atlantic  
Reports to: Program Manager, First Tee – Atlantic  
Location: Remote / Provincial Golf Association Office  
Status: Full Time  
Ideal Start Date: February 6<sup>th</sup>, 2023

## OVERVIEW:

Golf Canada is looking for a motivated, mission driven individual with excellent organizational and communication skills to assist with the implementation of the First Tee program in Atlantic Canada. The Coordinator, First Tee – Atlantic will report directly to the Program Manager, First Tee – Atlantic and will assist with the administration and execution of the First Tee program within the Atlantic region.

## PRIMARY DUTIES:

### 1. Program Support

40%

- Fulfill direct program inquiries and requests from golf clubs, golf professionals, teachers, parents/guardians and community leaders.
- Recruit volunteers to assist with program implementation at Program Locations (golf facilities).
- Coordinate and assist with delivery of regional School and/or Community program training opportunities.
- Engage with golf course owners/operators and diverse communities to foster, grow and nurture key relationships.
- Work cooperatively and effectively with the four Atlantic Provincial Golf Association staff to meet provincial reporting obligations.
- Work with the First Tee – Atlantic Development Officer to assist with fundraising efforts.

### 2. Administrative Support

40%

- Assist with the day-to-day administration efforts related to First Tee programs, including the golf facility program, School Program, Community Program and volunteer/coach training.
- Coordinate with Program Locations on scheduling, registration and data collection/reporting.
- Update and maintain the reporting database (Salesforce) and website (WordPress).
- Lead the collection and review of coach and volunteer background checks to ensure Safe Sport compliancy.

### 3. Marketing and Events

15%

- Assist with the delivery coordination of branding, equipment, and program material with First Tee Headquarters and First Tee – Canada staff.
- Work with Marketing and Communications lead on promotion of First Tee programs, initiatives and events to increase participant registration and attract interest of donors.
- Assist and provide support with the implementation of First Tee - Atlantic events.

#### 4. Other Duties

5%

- Special assignments as required.

#### **REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:**

- Post Secondary Degree in Sport Business/Management or related field is considered an asset.
- Knowledge of the Canadian Golf industry is considered an asset.
- Excellent organizational skills and the ability to multi-task in a fast-paced environment.
- Strong attention to detail, time management, and the ability to self-motivate
- Ability to work independently and as part of a team
- Exceptional customer service skills, including professional and proficient phone, interpersonal and email communications.
- Strong interpersonal skills and outgoing personality.
- Previous experience working with a provincial or national sport organization is considered an asset.
- Bilingual (English and French) considered an asset.
- Valid Driver's License and access to a reliable vehicle with the ability to travel throughout the Atlantic provinces.
- Able to work overtime as needed.

#### **APPLICATION DETAILS:**

Golf Canada - Human Resources  
1333 Dorval Drive, Suite 1  
Oakville, ON L6M 4X7  
Visit: [www.golfcanada.ca](http://www.golfcanada.ca)

Apply via Career Page Link [HERE](#)

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, January 15, 2023**. 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 in order to build an inclusive workforce where all employees have the opportunity to 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.