



OPPORTUNITY:

Title: Program Manager, First Tee – Quebec
Reports to: Director, Grow the Game, Golf Canada
Location: First Tee - Quebec (Golf Quebec Office), Montreal, QC
Status: Full Time
Ideal Start Date: July 19, 2021

OVERVIEW:

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

The First Tee-Quebec 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. 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 to get into a ground floor opportunity to create, nurture and grow a significant brand in Canadian golf.

PRIMARY DUTIES:

Program Management

40%

- Negotiate program / delivery agreements, contracts and commitments with golf facilities, community organizations and school districts within Quebec
- Manage the development of appropriate instructional programs and training materials
- Develop, implement, and update First Tee – Quebec program policies and procedures
- Report program metrics, operations data, and pertinent program data to Golf Canada and First Tee – Quebec 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 – Quebec fundraising lead with philanthropic endeavours including individual donors, events and general outreach

Marketing/Communications

25%

- 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 – Quebec program website
- Implement public education and outreach activities, including public presentations, advocacy, training, and testimony

Development/Network Outreach

25%

- Develop partnerships with schools for the First Tee National School Program (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

Administration/Board Interaction

10%

- Assist First Tee – Canada in developing and adhering to the Program & Operating budget
- Manage First Tee – Quebec budget including monitoring all receipts and disbursements
- Share in the development of the Business Plan and oversee its implementation
- Participate in Ambassador Committee meetings
- Develop work plans for the Board and major committees
- Develop, review and implement effective personnel policies and procedures

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Fluent in French is required
- University/College degree or equivalent in sport management, business, or related field.
- Experience as PGA of Canada or LPGA teaching professional is considered an asset
- Demonstrate exceptional communication, fiscal management, and managerial skills
- 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 ten (10) candidates. Forward cover letter and resume, by e-mail or mail only, NO PHONE CALLS PLEASE to the above contact by **11:59pm, June 17, 2021**. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada's regular hours of work are 40 hours per week, namely Monday to Friday, 8 hours a day and 5 days a week including a one-hour lunch. However, the demands of your position may require your hours of work to vary to meet the objectives of your employment. Due to the nature of this position, there may also be some travel required and the need to work some weekends.

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'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 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 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.