



Position

School & Community Outreach Coordinator, First Tee – Greater Houston

Organization

First Tee – Greater Houston has been creating experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Greater Houston creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at green grass golf course locations, elementary schools and community centers.

Position Summary

First Tee – Greater Houston (FTGH) is seeking a passionate, organized, and relationship-driven professional to support and grow our School Program and Community Outreach initiatives across Harris and the seven contiguous counties that we serve. This role plays a key part in expanding access to youth development programming through partnerships with schools, community organizations, and local events across Greater Houston.

This position works closely with the entire FTGH team to support classes, tournaments and all major events and initiatives. The ideal candidate is enthusiastic about youth development, comfortable working in diverse community settings, and excited to represent the mission of First Tee. This position reports to HGA Director of External Affairs.

Key Responsibilities

School Program Support

- Coordinate and support First Tee School Program implementation across partner schools throughout Greater Houston
 - Maintain communication with PE teachers, school administrators, and district partners
 - Assist with curriculum distribution, equipment management, and teacher training logistics

- Conduct school visits and provide ongoing support to participating campuses
 - Track participation data and assist with reporting efforts
- Identify and re-engage previously participating schools to expand program reach and strengthen sustainable partnerships across Greater Houston
- Assist with annual Champions Challenge event planning, including participant coordination, school outreach, logistics and record keeping

Community Outreach & Events

- Represent First Tee – Greater Houston at community events, partner activations, and outreach opportunities
- Assist with planning and execution of youth engagement events and clinics across multiple FTGH locations
- Support relationship-building efforts with community partners and organizations
- Help identify opportunities to expand First Tee programming throughout Greater Houston
- Coordinate volunteer support for events and activities

Program Operations

- Assist with scheduling, registration, and communication for programs and events
- Maintain accurate records and participant information
- Provide hands-on assistance to FTGH Program Managers and Coordinators for classes, camps, clinics and tournaments at all locations
- Primary focus is at Memorial Park and secondary focus at FM Law Park but travel is expected across the seven-county metro served by FTGH
- Collaborate with staff across departments to ensure high-quality participant experiences
- Support marketing and communication efforts by collecting photos, stories, and program highlights
- Perform additional duties as assigned in support of organizational goals

Qualifications

- Valid driver's license and reliable transportation required
- Experience in education, recreation, nonprofit management or related field
- Experience working with youth programs, schools, nonprofits, athletics, or community engagement preferred
- Strong communication and organizational skills
- Ability to work occasional evenings and weekends
- Proficiency in Microsoft Office Suite
- Ideal if knowledgeable in Canva, Adobe Creative Cloud, and Google Analytics

Preferred Qualities

- Passion for youth development and community impact
- Positive, energetic, and team-oriented attitude
- Comfortable speaking with educators, families, volunteers, and community partners
- Ability to manage multiple projects in a fast-paced environment

Resume and cover letter may be sent to firstteegreaterhouston@hga.org

• **Equal Employment Opportunity Statement:**

First Tee — Greater Houston is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.