



## **Job Description**

### **Caddie and Teen Pathway Coordinator**

#### **Job Summary**

The Caddie and Teen Pathway Coordinator is responsible for overseeing all advanced-level and older participant programs and opportunities at First Tee – Southern Colorado. This role ensures a clear, intentional pathway for participants ages 12+ to grow as golfers, leaders, and young professionals through advanced classes, the Caddie Program, Ace Program, national participant opportunities, and alumni engagement. In partnership with the Colorado Golf Association (CGA), this position will be instrumental in recruiting, preparing, and advancing participants into the Broadmoor Caddie & Leadership Academy (BCLA), with a strong emphasis on caddie readiness, long-term retention, and scholarship-aligned outcomes. This position also plays a critical role in identifying high-potential participants, supporting their long-term development, and connecting them to meaningful leadership, career, and scholarship opportunities. Strong emphasis is placed on managing and expanding the Caddie and Ace programs as premier pathways for teen engagement and advancement.

The ideal candidate for this position must have the energy and enthusiasm to multitask in a customer facing environment that includes youth participants, parents, coaches, volunteers, and community partners. This candidate must be service-oriented, possess outstanding communication skills, strong interpersonal and organizational skills, an optimistic 'can do' attitude, and a self-starter who can take initiative within the priorities of the strategic plan. Join a growing organization of engaged and committed professionals who like to work hard and play hard while working toward shared goals.

**Reports to:** Director of Operations

**Employment Status:** Full Time, Non-Exempt

#### **Key Responsibilities**

##### Program Oversight

- Ensure top-quality delivery of all advanced, teen, and on-course playing opportunities, including Chapter Led Programs
- Lead instruction of First Tee teen/advanced classes and on-course experiences, ensuring alignment with First Tee curriculum, delivery guidelines, and organizational strategy
- Continuously evaluate and improve programs with a focus on participant progression, retention, and long-term engagement
- Develop session-based programming guides and lesson plans; lead program set-up, delivery, and breakdown

- Build and manage an annual program schedule in partnership with the Director of Operations, remaining flexible to evolving needs

#### Caddie Program Leadership

- Lead and manage the First Tee – Southern Colorado Caddie Program as a cornerstone teen opportunity in partnership with the Colorado Golf Association
- Identify, recruit, and prepare participants for caddie opportunities through The Broadmoor Caddie & Leadership Academy
- Build and maintain relationships with golf courses, clubs, caddie managers, and Colorado Golf Association staff
- Provide training in professionalism, communication, work ethic, and on-course expectations in alignment with First Tee and Colorado Golf Association standards
- Use the caddie program as a workforce development and leadership pipeline for teens

#### Ace Program Leadership

- Serve as the lead administrator for the Ace Program
- Identify eligible participants and guide them through all Ace requirements
- Support participants with goal-setting, project planning, and completion
- Track progress, deadlines, and documentation for national submission
- Communicate consistently with families and participants regarding expectations and milestones
- Celebrate Ace participants and leverage the program as a leadership and scholarship pathway

#### Participant Advancement, Opportunities & Engagement

- Identify participants for advance classes, the Caddie Program, Ace Program, national participant opportunities and scholarships
- Coordinate and support participant applications for the Evans Scholarship, First Tee Scholars Program, and national First Tee opportunities
- Serve as a primary point of contact for participants and families navigating national opportunities, scholarships, and post-program pathways
- Support the development and engagement of the First Tee Alumni network by maintaining relationships with program graduates
- Create opportunities for alumni mentorship, volunteer involvement, and storytelling that strengthen current programs and participant pathways
- Track alumni outcomes and engagement to measure long-term impact and inform program growth

#### Program Accountability

- Provide leadership and direction to First Tee coaches and volunteers, including recruitment, onboarding, training, recognition, and retention
- Advance chapter goals related to teen participant retention, diversity, female participation, and engagement of at-risk youth
- Oversee participant registration, tracking, and progress within the First Tee online database, ensuring accurate records and coordinating relevant caddie and feeder program data with CGA systems as needed

- Track and report program metrics and outcomes to the Director of Operations for internal use and board reporting
- Coordinate participant recognition, awards, and milestone celebrations

#### Community & Network Involvement

- Represent the Chapter to the community and aid in fundraising, marketing, public relations and communication efforts; attend fundraising events as needed
- Assist with organizing and hosting information booths at student, community and non-profit events to promote chapter programming opportunities and events
- Communicate with and submit documentation as required to HQ
- Network with other Chapter colleagues and exchange best practice ideas

#### The Learning Center

- Work flexible hours to help oversee the daily operations and customer service
- Assist in creating revenue opportunities by selling memberships, identifying, promoting and delivering community clinics, leagues and private events

Other duties as assigned by the CEO and Director of Operations

#### **Preferred Qualifications**

- A strategic planner with high attention for detail and effective time management is essential along with the ability to multi-task
- Demonstrate exceptional communication, fiscal management and managerial skills
- Experience in identifying and managing instructional staff and volunteers
- Charismatic, personable, and motivational in working with youth and volunteers
- Highly professional demeanor
- Ability to handle complex and difficult situations with thought and confidence
- Ability to work well independently and collaboratively within a team environment
- Ability to work evenings and occasional weekend hours, flexible schedule when these obligations are necessary
- Able to travel to attend events, academies, regional and annual meetings
- Ability to be outside in all weather conditions and transport/lift/roll equipment that may be upwards of 75 lbs.
- Must be willing to complete and able to pass background check, drug screen and Safe Sport training

**Compensation:** \$20.00-\$24.00 per hour based on experience

**Benefits:** Performance-based bonus opportunity, vacation, holiday and sick leave benefits, medical, dental, and vision coverage, participation in 401K retirement plan

**Location:** Colorado Springs

**To Apply:** Email your cover letter and resume to [careers@firstteesoco.org](mailto:careers@firstteesoco.org) by March 13, 2026