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**Position/Title:** Director, CityParks Junior Golf Center, Dyker Heights, Brooklyn  
**Start Date** April 3, 2017  
**Contact:** Please send resume and cover letter to [sports@cityparksfoundation.org](mailto:sports@cityparksfoundation.org)

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. We are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives – located in more than 350 parks, recreation centers, and public schools across the city – reach 425,000 people each year.

CPF's free citywide sports programs for children are among the most ambitious and successful in New York City. *CityParks Golf* offers free lessons to 3,500 participants at 11 parks and numerous golf facilities citywide and has made the game more accessible for urban youth in the city. In 2008, CPF opened the *CityParks Junior Golf Center*, a state-of-the-art training facility located adjacent to the Dyker Beach Golf Course in Brooklyn that provides free lessons and playing time for over 2,000 NYC children annually. The facility includes a 6-hole par 3 course, 2 USGA regulation practice greens, a netted driving range and clubhouse with classroom. In recent years the Center has produced some of NYC's top juniors, and has hosted free clinics with world-class pros including Rory McIlroy and Cristie Kerr.

### **POSITION SUMMARY**

CPF is seeking to hire a new Director of the CityParks Junior Golf Center. He/she will be a member of the CPF Sports Department, reporting to CPF's Director of Sports. The Director of the Junior Golf Center is responsible for the supervision of daily golf operations, course, facility and fiscal management, policy implementation and safety of all programs at the facility. During the period of April through October, the Director is required to work on-site at the Center and will supervise 2-3 administrative staff and 5-7 part-time assistant instructors, as well as volunteers. 2017 after-school and weekend programs begin on May 1st.

### **DUTIES & RESPONSIBILITIES**

- Develop and implement a sequential curriculum of golf instruction for juniors of all abilities that incorporates key elements of the game including rules, good sportsmanship and goal-setting.
- Design schedules and coordinate registration for programs, tournaments, practice range and clinics
- Organize / conduct orientations and skill tests for new participants
- Personally teach and direct advanced and intermediate-level programs
- Develop and implement course rules, operating procedures and evaluation methods to safeguard the public and maintain the quality of the Center
- Oversee equipment inventory and selection of training aids and materials
- Recruit, interview, hire and train assistant golf instructors
- Recruit and qualify volunteers as needed
- Maintain records and develop a system to track the progress of dedicated participants
- Adhere to the operating budget and advise on future budget development
- Oversee and approve all bi-weekly staff timesheets/payroll, purchase orders and invoices

- Develop and grow superlative professional relationships with American Golf Corporation (which runs nearby Dyker Beach Golf Course and maintains the Golf Center course and practice greens), as well as students, parents, schools, youth groups, NYC Parks Department and the community.

**REQUIREMENTS** : The ideal candidate will be an excellent time manager, well-organized and an effective communicator.

- Bachelor's Degree, ideally in the areas of sports administration, education, recreation or related field
- Current PGA status in good standing with at least three years experience with the PGA of America and proven track record teaching and coordinating successful junior golf programs
- Exceptional communication, fiscal management and managerial skills
- Experience recruiting and managing a team of instructional staff and volunteers
- Charismatic, personable, and motivational in working with youth
- Able to travel to periodically attend meetings and training sessions
- Availability to work most weekends during the outdoor golf season
- Valid NYS driver's license (preferred but not required)

**WORKING FOR CITY PARKS FOUNDATION:**

Salary / Benefits are commensurate with qualifications and experience

City Parks Foundation is a collegial, mission-focused non-profit organization that values its employees and encourages professional growth and advancement.

**CONTACT:**

Interested parties should e-mail cover letter and resume to: [sports@cityparksfoundation.org](mailto:sports@cityparksfoundation.org).

Please write "Jr. Golf Center Director Search" in the subject header. **Application Deadline: March 10, 2017**

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.