



**JOB TITLE:** Manager, Golf and Recreation  
**LOCATION:** Anaheim, California  
**STATUS:** Full Time (paid vacation, benefits)  
**SALARY:** \$55,000 – \$65,000/year

**ORGANIZATION:**

For more than 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to impact youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students connect passion with purpose through signature programs focused on in-person project-based learning, skills development, college access, career preparation and educator professional development. For more information visit [TGRFoundation.org](http://TGRFoundation.org) or connect on [Facebook](#), [Twitter](#) and [Instagram](#).

**OVERVIEW:**

The TGR Learning Lab Manager, Golf & Recreation reports to the Senior Program Director, TGR Learning Lab and will be responsible for developing and maintaining operational excellence with stakeholders. Our golf facility provides golf instruction year-round for students 5-18 years old. The individual selected will maintain quality and improvement of the golf instructional program, Player Development Program as well as related duties associated with the golf program growth and development and play a role in the support of TGR Live junior golf initiatives.

**JOB DUTIES & RESPONSIBILITIES:**

- With support from Vice President, Programs manage the TGR Learning Lab junior golf program, including, but not limited to facility management, organizing, scheduling, responsible for the supervision and management of junior golf department staff and developing instructional programs that meet the needs of TGR Learning Lab youth in line with current golf instructional programs;
- Designs and leads group golf classes including golf etiquette for students participating in TGR Learning Lab programs;
- Designs, implements and facilitates new and innovative TGR LL golf curriculum;
- Maintains accurate data, records and student files to document all activities conducted and services provided;
- Manages, maintains and revises an innovative year-round Saturday Player Development Program;
- Develops, implements and coordinates junior golf tournaments, golf outings and special events;
- Supports in the maintenance and tracking of SCGA Junior Pass memberships and participation;



- Identifies new opportunities for participants to grow their involvement in junior golf programs, and access to local courses;
- Supports the TGR JR Invitational presented by TaylorMade at Pebble Beach (October) by assisting TGR Live staff with building the event participation pipeline and awareness in Southern California junior golf scene;
- Supports and attends The Genesis Invitational at Riviera Country Club (February) and assists with the implementation and growth of the year-long Tee off for Youth programs and initiatives;
- Promotes the health and wellness of golf and other recreational activities;
- Understands the unique and diverse needs of stakeholders;
- Builds and maintains relationships and communication with students, families and organizations;
- Maintains and models high standards of behavior and performance while working with youth ages 5 –18;
- Able to travel;
- Other duties as assigned.

#### **EDUCATION, EXPERIENCE & SKILLS:**

Manager, Golf & Recreation preferably will have at least three years experience working with junior golf instruction, coaching and tournament coordination. In addition to:

- Ability to work 40 hours a week, 5 days a week. Hours during the week will preferably be 9:30 a.m. – 6:30 p.m. and Saturdays 8:00 a.m. – 5:00 p.m.;
- Bachelor degree preferred;
- Opportunity to presume Class A PGA Professional Certification;
- Valid California Driver's License in good standing;
- Willing to be part of an innovative movement of the development of underserved youth using golf as a vehicle to inspire, motivate and mentor youth to find a passion;
- Ability to integrate technology to design, create and implement new golf curriculum, lesson plans and activities;
- Provide leadership that promotes collaborative planning and innovative thinking;
- Impeccable interpersonal, presentation, organizational and verbal/written communication skills;
- Ability to work as a team and in a fast-paced environment;
- Proficient computer skills, including knowledge and application of MS Office and GHIN handicap program;
- Support TGR Foundation mission, vision and core values.

#### **TO APPLY**

Please submit the following materials to Yvonne Tello at [ytello@tgrfoundation.org](mailto:ytello@tgrfoundation.org)



- Cover letter
- Resume

\*No phone calls please. The TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of each, and every job responsibility. Because job content may change from time to time, the Tiger Woods Foundation reserves the right to add and/or delete job responsibilities from this position at any time.