



JOB TITLE: Manager, Golf, Recreation and Wellness

LOCATION: Anaheim, California

STATUS: Full Time, Non-Exempt

SALARY: \$60,000 – \$70,000

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 positively impact youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students learn, grow and prepare for their futures through a network of TGR Learning Labs and national programs focused on STEAM educational enrichment, health, well-being, college access and career readiness. For more information visit TGRFoundation.org or connect on Facebook, Twitter and Instagram.

POSITION DESCRIPTION:

The TGR Learning Lab Manager, Golf, Recreation and Wellness reports to the Senior Executive Director, TGR Learning Lab and is responsible for delivering high-quality, youth-centered programs that integrate golf, recreation, and well-being. This role oversees the development and continuous improvement of the TGR Learning Lab's year-round junior golf program, including instruction, player development, and tournament support—while also expanding the Foundation's Health & Well-Being pillar. The manager will create and manage engaging athletic and recreational opportunities that foster confidence, self-advocacy, and persistence in youth. With a strong background in golf, health and wellness, and a passion for youth development, the ideal candidate will help drive innovative programming that empowers students to thrive.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Program and Data Management:

- Manage the TGR Learning Lab junior golf program; including, but not limited to facility management, organizing, scheduling, and developing instructional programs that meet the needs of TGR Learning Lab youth in line with current golf instructional programs;
- Participate in the creation and implementation of curriculum and programming that introduces students to golf, physical health, mental wellness, nutrition, social-emotional learning and sports opportunities at the TGR Learning Lab;
- Facilitate and lead group classes utilizing innovative curriculum and integrating community partners to enrich student experiences at the TGR Learning Lab;
- Maintain accurate data, records and student files to document all activities conducted and services provided, including attendance and surveys;
- Implement formative and summative assessments to gauge student progress.



- Evaluate and report on program impact through data collection, student feedback, and outcomes analysis.

Leadership and Innovation:

- Responsible for the day-to-day operations, supervision and management of junior golf, recreation, and health and well-being related programming;
- Manage part-time golf staff, volunteers, and facilitators; provide training, mentorship and performance feedback;
- Monitor program logistics, scheduling and resources to ensure seamless delivery, including year-round Saturday programming;
- Foster a supportive and collaborative working environment that encourages professional growth and development;
- Conduct regular team meetings to ensure departmental alignment with the TGR Learning Lab and TGRF Program goals and ongoing projects.

Budget:

- Create and manage department budget;
- Organize related equipment, supplies, and resources.

Engagement:

- Foster a safe, inclusive, and positive environment that encourages student participation;
- Develops, implements and coordinates junior golf tournaments and outings, and health and well-being related special events for the TGR Learning Lab;

Collaboration & Skills:

- Collaborate with other staff, educational partners, and community organizations to enhance the overall learning experience;
- Interact effectively with co-workers, partner school personnel, volunteers, and the public;
- Promote the health and wellness of golf and other recreational activities;
- Participate in professional development opportunities to stay updated on golf, wellness, and STEAM education trends and best practices;
- Identify and understands the unique and diverse needs of stakeholders and recommend improvements and opportunities;
- Build and maintain relationships and communication with students, families and organizations;
- Maintain and model high standards of behavior and performance while working with staff, youth ages 5-18 and the community;
- Be a self-starter with strong organizational skills and an excellent communicator both verbally and in writing;
- Other duties as assigned.

**EDUCATION, EXPERIENCE & SKILLS:**

Manager, Golf & Recreation preferably will have at least three years of experience working with junior golf instruction, coaching and/or recreation - 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. Monday – Thursday, and Saturdays 8:00 a.m. – 5:00 p.m.;
- Bachelor's degree preferred;
- Able to travel;
- Willing to be part of an innovative movement of the development of underserved youth using golf, health and well-being as a vehicle to inspire, motivate and mentor youth to find a passion;
- Provide leadership that promotes collaborative planning and innovative thinking;
- Ability to work as a team and in a fast-paced environment;
- Proficient computer skills, including knowledge and application of MS Office
- Support TGR Foundation mission, vision and core values.

TO APPLY:

Please submit the following materials to Ashley Cortez at acortez@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 TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.