



**JOB POSTING**  
**GEORGIA STATE GOLF ASSOCIATION**  
**Title:** Director, Junior Golf  
**Reports To:** Senior Director, Golf Development  
**Location:** Atlanta, Georgia

**About the GSGA**

Founded in 1916, the Georgia State Golf Association (GSGA) is a 501(c)(3) not-for-profit organization. The GSGA serves as an Allied Golf Association to the United States Golf Association and is one of the largest amateur golf associations in the country with over 320 member clubs and 110,000 individual members. With a mission to serve and advance the game of golf in the state of Georgia, GSGA administers the World Handicap System, a course rating and measuring program, and annually conducts a full schedule of statewide competitions for men and women of all ages and abilities. Other services include statewide junior golf and adaptive golf programs, award-winning Golf Georgia magazine, management of the Georgia Golf Hall of Fame and a separate charitable foundation.

**Position Summary**

The Director, Junior Golf is responsible for overseeing the day-to-day management of the association's GSGA Junior Tour program which is a competitive tour with over 1,500 members offering 140+ tournaments for golfers of all abilities. This position requires a good working knowledge of the Rules of Golf and tournament operations. The Director, Junior Golf also leads a team of one full-time staff (Manager, Junior Golf), two seasonal interns and 40+ tournament staff who conduct the Tour's events and activities. This position requires the ability to travel (approximately 40-50 days per year) and work several weekends throughout the year.

**Responsibilities**

- Lead GSGA Junior Tour staff and manage day-to-day activities of the GSGA Junior Tour.
- Scheduling, planning and oversight of GSGA Junior Tour related events.
- Recruit, hire, evaluate and train Junior Golf full-time and seasonal staff members.
- Prepare annual Junior Tour budget.
- Provide customer support relating to membership and event registrations, website and mobile applications.
- Lead or assist with additional junior golf and player development programs, activities, and events that the association conducts.
- Assist Senior Director, Golf Development with managing corporate partnerships and allied junior golf association relationships and execution of related deliverables.
- Additional duties assigned as necessary.

**Knowledge, Education, Skills & Abilities**

- Working knowledge of Rules of Golf and how to conduct a competition is required.
- Minimum of three years' relevant work experience administering and conducting competitions is required.
- Previous management experience is required.
- Previous experience working with BlueGolf products is preferred.
- Previous experience managing corporate partnerships is highly desirable.
- Strong attention to detail, written and verbal communication skills, organizational skills and work ethic.
- Working knowledge of all Microsoft Office and Windows applications.
- Ability to prioritize and problem solve in a time sensitive environment.
- Demonstrated ability to think critically, provide analysis, solve problems, and collaborate with individuals at all levels inside and outside the organization.

**Work Environment**

- The employee must be able to excel working both independently as well as part of a team environment.
- The position is based at the GSGA's home office in Atlanta, Georgia and requires the employee to be physically present in the office during normal business hours unless traveling for business purposes.
- Additional hours are frequently required on weekends and during peak work periods such as competitions season.

**Physical Demands**

- This position often works in an outdoor environment spending several hours a day in various weather conditions.
- This position frequently works in an office environment and uses a computer, telephone, printer/copier, and other office equipment as needed to perform duties. This may include prolonged periods sitting at a desk and working on a computer.
- Physical demands in preparing for and administering a competition may include course marking, determining hole locations, setting tee markers, loading/unloading of tournament supplies and equipment from a vehicle and serving as a Rules official in various weather conditions including extreme heat, cold and rainstorms.
- This position requires travel throughout the state of Georgia.
- The employee must occasionally lift and/or move up to 50 pounds.

**Mental Demands**

- Regularly required to use written and oral communication skills with various audiences.
- Read and interpret data, information, and documents.
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks.
- Interact with co-workers at all levels, vendors, players, volunteers and occasionally the general public.

**Compensation and Benefits**

- Competitive base salary commensurate with qualifications and experience.
- Full benefits package including medical, dental, vision with no waiting period.
- Association logo apparel provided.
- Retirement Plan with company matching.
- Paid Time Off.
- Mileage and Cell Phone Reimbursement.
- Golf privileges at Bobby Jones Golf Course.

**To Apply**

Interested candidates should email a cover letter, resume and salary requirements to [HR@gsga.org](mailto:HR@gsga.org). No phone calls please. Interviews for those selected will be conducted at the GSGA offices in Atlanta, Georgia as soon as practicable. The position will remain open until filled.

The Georgia State Golf Association is an Equal Opportunity Employer.

**Disclaimer:** The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.