



**JOB POSTING  
GEORGIA STATE GOLF ASSOCIATION**

**Title:** Coordinator, Junior Golf  
**Reports To:** Director, Junior Golf  
**Location:** Atlanta, Georgia

**About the GSGA**

Founded in 1916, the Georgia State Golf Association (GSGA) is a 501(c)(3) not-for-profit. 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 nearly 325 member clubs and over 85,000 individual members. With a mission to promote and preserve amateur golf in the state of Georgia, GSGA offers a computerized handicapping service, 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 Coordinator, Junior Golf is responsible for supporting the day-to-day management of the association's GSGA Junior Tour which is a competitive tour with over 1,400 members offering 125+ tournaments for golfers of all abilities. Additionally, the Coordinator, Junior Golf will provide administrative and operational support for other association programming as needed. This position requires a good working knowledge of the Rules of Golf and tournament operations. The Coordinator, Junior Golf also assists in the management of two seasonal interns and 40+ tournament staff who conduct the Tour's events and activities. This position requires the ability to travel (approximately 60-75 days per year) and work several weekends throughout the year.

**Responsibilities**

- Support the Director, Junior Golf and the Manager, Junior Golf in day-to-day activities of the Junior Golf Department.
- Assist in scheduling, planning and oversight of GSGA Junior Tour related events.
- Plan and execute GSGA Junior Tour related events as necessary.
- Assist in recruiting, evaluating and training of seasonal staff members.
- Provide customer support relating to membership and event registrations, website and mobile applications.
- Oversee and maintain functionality of operational equipment for Junior Golf Department.
- Assist Communications & Marketing Department with GSGA Junior Tour promotional and social media efforts.
- Provide administrative support for GSGA Adaptive Golf and other association programming as needed.
- 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 one year's relevant work experience administering and conducting competitions is preferred.
- Previous management experience is preferred.
- Previous experience working with BlueGolf products is preferred.
- 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**

- Base salary of \$37,500-\$42,500 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.

### **To Apply**

Interested candidates should email a cover letter and resume to [HR@gsga.org](mailto:HR@gsga.org) by February 15, 2023. 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 information portrayed on this job description has been designed to indicate the general nature and level of work performed by employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employee assigned to this job.