



JOB POSTING
GEORGIA STATE GOLF ASSOCIATION

Title: Coordinator, Junior Golf

Location: Marietta, Georgia

About the GSGA:

Founded in 1916, the Georgia State Golf Association (GSGA) received its official charter on June 24, 1924. Since that date, the GSGA has grown to one of the largest state amateur golf associations in the country, with nearly 350 member clubs and 75,000 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, and annually conducts a full schedule of statewide competitions for men and women of all age groups. Other services include statewide junior golf and Adaptive Golf programs, award-winning *Golf Georgia* magazine, membership recognition and rewards programs, management of the Georgia Golf Hall of Fame and a charitable foundation administering two college scholarship programs.

Position Summary:

The Coordinator, Junior Golf position reports to the GSGA's Director, Junior Golf and is responsible for supporting the day-to-day management of the association's GSGA Junior Tour which is a competitive tour with over 1,000 members offering 100+ tournaments for golfers of all abilities. 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 one seasonal intern and 50+ tournament staff who conduct the Tour's events and activities. This position requires the ability to travel (approximately 60-70 days per year) and work several weekends throughout the year.

Duties Include:

- Support the Director, Junior Golf in day-to-day activities of the Junior Golf Department.
- Assist in scheduling, planning and oversight of all GSGA Junior Tour related events.
- Plan and execute GSGA Junior Tour related events as necessary.
- Assist in recruiting, evaluating and training of all seasonal staff members.
- Provide customer support relating to membership and event registrations, website and mobile applications.
- Assist with oversight and functionality of operational equipment for Junior Golf Department.
- Assist with day-to-day operation of Youth on Course initiative.
- Lead GSGA Junior Tour promotional and social media efforts.
- 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.
- 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.

Compensation and Benefits:

- Salary commensurate with qualifications and experience
- Full benefits package with no probationary period
- Retirement Plan with company matching
- Paid Time Off
- Mileage and Cell Phone Reimbursement

To Apply:

Interested candidates should email a cover letter, resume and salary requirements to HR@gsga.org. No phone calls please. Interviews for those selected will be conducted at the GSGA offices in Marietta, Georgia as soon as practicable. The application deadline is February 10, 2019.

The Georgia State Golf Association is an Equal Opportunity Employer.