



Southern California Golf Association

Job Description





Job Title:	Rules and Competitions Part-Time Seasonal Employee
Organizational Unit:	Rules and Competitions
Timeframe:	May – September, 2017
Hours:	Mainly weekdays with some weekends. Approximately 24 hours/week.
Compensation:	\$14/hour

Job Summary:




The Rules and Competitions Part-Time Seasonal Employee will join a six-person team dedicated to administering over 200 tournament days per year, along with numerous other playing opportunities for SCGA members such as the One-Day Series, Team Play, Golf Leagues and Scratch League. The team provides support and education on the *Rules of Golf* to SCGA members and member clubs through industry-leading initiatives such as the *Rules Crew* and *Know the Rules* video series. This position will provide a valuable experience in preparation for a future job in tournament administration and the golf industry.

Essential Duties and Responsibilities include:

Tournament Administration

-  Serve as the staff member in charge of numerous SCGA One-Day Series tournaments and SCGA qualifiers. Duties include, but are not limited to:
 - Pre-tournament site visits, golf course set-up, preparation of player pairings, information sheets, local rules, volunteer assignments and on-site event supervision.
-  Attend select SCGA championships as an additional staff member to assist with the on-site administration of the event.
-  Prepare tournament materials and supplies for other staff members.
-  Assist with the preparations for select SCGA Championships, particularly as it relates to lodging, food and beverage and volunteer arrangements.

General

-  Support the department's various League offerings by:
 - Coordinating entries and registration
 - Managing League software
 - Corresponding with League participants before and after events
 - Working in the field as necessary
-  Assist in the marketing effort to boost participation at all competitions.
-  Perform other duties as assigned by the department's full-time staff.

**Demonstrated Skills, Abilities and Competencies:**

To perform the job successfully, the Rules and Competitions Part-Time Seasonal Employee must demonstrate the following competencies: Performs multi-tasks under pressure; adheres to time deadlines; identifies and resolves problems in a timely manner; develops and maintains strong professional relationships with players, rules officials, and golf course management; integrates diverse viewpoints and opinions working with staff, volunteers and industry stakeholders; speaks clearly and persuasively and demonstrates group presentation skills; looks for ways to improve and promote quality and increase productivity; works within approved budgets; develops strategies to help achieve the SCGA's Rules and Competitions objectives; prioritizes and plans work activities; demonstrates accuracy and thoroughness; and meets productivity and quality standards of the Rules and Competitions Department.

Education and Experience:

Applicants must have, or be pursuing, a four-year degree from a college or university. Applicants must have a demonstrated background in the game of golf. Applicants must have strong oral and written communication skills, be detail oriented and well-organized, and have strong interpersonal skills. Applicants must be self-directed with a strong work ethic. Must have a demonstrated proficiency with Microsoft Office programs (i.e. Word, Excel, PowerPoint, etc.).

Time and Travel:

The job requires a large amount of travel throughout Southern California and requires the successful candidate to have the ability to operate a car safely. The employee must have a vehicle, a valid driver's license and provide proof of adequate car insurance. The employee will be required to work contiguous days and flexible scheduling is required over a 7-day week. Applicant must be willing to work weekends, early mornings and evenings.

Physical Demands:

While performing the duties of this job, particularly at and prior to tournaments, the employee is frequently required to move, lift and carry heavy objects, including tournament supply boxes, pop-up tents and marketing collateral weighing up to 60 pounds. The job requires the employee to stand and/or walk for long periods of time while performing duties such as golf course marking and serving as a walking referee.

Working in the SCGA's Rules and Competitions Department:

Join this fast-paced team and group of colleagues with great camaraderie who come to work every day because we love it. We seek to continually come up with fresh ideas and an innovative approach, which help produce nationally recognized tournaments and rules education initiatives.

To Apply:

Applicants must submit a cover letter and résumé to jinnemann@scga.org by Sunday, April 23, 2017. All applicants will be contacted following the application deadline.