

**About SCGA Junior:**

SCGA Junior's mission is to engage under-served youth in the lifelong benefits of golf so that they can achieve their dreams and potential. Through its programs, SCGA Junior works to fulfill its mission by creating affordable access to golf for all youth, teaching smart decision-making skills on and off the course and developing a culture of healthy lifestyles. Founded in 1983, SCGA Junior is the philanthropic arm of the Southern California Golf Association.

SCGA Junior Culture:

We're passionate about youth and their development through golf. If you love working with kids and you love golf, this may be your place. SCGA Junior is a fast-paced growing organization that continues to plan for expansion. Opportunities to develop professionally and personally are encouraged and financially supported by our organization. Access to discounted golf, apparel and accessories is a perk.

Available Position: Program Coordinator

The Program Coordinator will be responsible for assisting the Player & Youth Development Director with the management, growth, and exposure of the player development program. The Program Coordinator will work at the SCGA office assisting with player development administration and will be in the field at various sites to support classes, outreach and playing opportunities. The Program Coordinator is a representative for the SCGA and SCGA Junior to members, constituents and the public while performing the following duties:

Requirements:

- Graduate of a four-year college or university. Golf experience is preferred.
- Experience working with youth, preferably in sports.
- Must have excellent oral and written communication skills; must be detailed oriented and well-organized.
- Ability to integrate diverse viewpoints, ideas, and opinions working with staff, and industry stakeholders.
- Must be willing to learn, be a good team member, and bring a creative energy to the position.
- Proficient in using Microsoft Office.

Schedule and Pay:

The Program Coordinator is a full time, non-exempt position. The work schedule will be Monday-Thursday and every other Saturday (track off scheduling). Medical, dental and vision benefits are offered in addition to 401k and pension plan. Professional development opportunities are always encouraged for team members to attend seek out. Pay is determined on experience and job qualifications.

Submissions:

Qualified individuals who meet the job requirements should submit their resume with a cover letter indicating "Program Coordinator" in the subject line via e-mail to Kaycee Wilke at kwilke@scga.org.