



Southern California Golf Association

Job Description

Job Title:	Competitions Associate
Organizational Unit:	Rules and Competitions Department
Reports To:	Manager, Rules and Competitions
Direct Reports:	None
FLSA Status:	Non-exempt (part-time)
Start Date:	July 2019

Job Summary:

Reporting to the Manager, Rules and Competitions, the Competitions Associate is part of a team dedicated to administering over 240 tournament days per year, along with numerous other playing opportunities for SCGA members such as the One-Day Series, Team Play, Scratch League, and Twilight Leagues. 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. Under the direction and supervision of the Manager, the Competitions Associate serves as the staff member responsible for numerous One-Day Series tournaments and SCGA-administered qualifiers and championships in addition to other duties, as assigned, in preparation for those events. In this part-time role and under the direction and supervision of the Manager, the Competitions Associate will spend time in both the SCGA offices and in the field.

Essential Duties and Responsibilities include:

Tournament Administration



Conducts numerous SCGA One-Day Series tournaments as well as SCGA-administered qualifiers and championships in Southern California. Primary duties include:

- Pre-tournament checklist meetings;
- Preparation of player pairings, information sheets, local rules, volunteer assignments;
- Serves as on-site supervision at events assigned. Duties include:
 - Coordinating event details with host facilities;
 - Managing player registration;
 - Serving as a starter and ambassador for the SCGA;
 - Interpreting and enforcing the Rules of Golf;
 - Collecting scorecards and verifying the official results;
 - Managing numerous volunteers at each competition.

General



Works with the team to monitor entries and promote participation.



Supports the administration of the SCGA Rules Official program, which constitutes of 125+ volunteers in Southern California.



Performs other duties as may be assigned by the Manager and other members of the Rules and Competitions team.



Demonstrated Skills, Abilities and Competencies:

-  Multi-tasks under pressure
-  Meets aggressive time deadlines
-  Identifies and resolves problems in a timely manner
-  Develops and maintains strong professional relationships with players, volunteers, and golf course management
-  Integrates diverse viewpoints and opinions working with staff, volunteers and industry stakeholders
-  Communicates clearly and persuasively both verbally and in writing and ably develops 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
-  Is accurate and thorough
-  Meets productivity and quality standards of the Rules and Competitions Department.

Education and Experience (Required):

Applicants must have a demonstrated background in the game of golf; have strong oral and written communication skills; be detail oriented and well-organized; have strong interpersonal skills; and, be self-directed with a strong work ethic. Applicants must also have a demonstrated proficiency with Microsoft Office programs (e.g. Word, Excel, PowerPoint, etc.).

Education and Experience (Preferred):

Bachelor's degree (B.A.) from a four-year college or university. Knowledge of the *Rules of Golf* and proficiency of USGA Tournament Management (TM) software.

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, proof of adequate car insurance, and be able to work contiguous days with flexible scheduling over a seven-day week. Applicant must be willing to work weekends, early mornings and evenings, and be able to work overtime, as needed.

Schedule and Pay:

The Competitions Associate will work on a part-time basis up to 24 hours per week (typically one – three days per week), including weekends. The Competitions Associate will be paid on a biweekly schedule at \$17/hour.

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 competitions, programs, and rules education initiatives.

To Apply:

Applicants must submit a cover letter and résumé to Jane Chin (jchin@scga.org) by May 27. Applicants will be contacted following the application deadline or when the position is filled.

Job Description: Competitions Associate (May 2019)