Job Title: Coordinator, Championships & Golf Operations

Reports To: Assistant Director, Championships & Golf Operations

Direct Reports: None

FLSA Status: Non-exempt

Job Summary:
The Championships & Golf Operations team is dedicated to administering over 325 event days per year, which includes playing opportunities for SCGA members such as Championships and Qualifiers, the One-Day Series, Team Play, Scratch League, Twilight Leagues, Member Outings, and the FORE Her Series. The team provides support and education on the Rules of Golf to SCGA members and member clubs through industry-leading initiatives such as its popular video series, “Rules Crew.”

Under the direction and supervision of the Assistant Director, the Coordinator is heavily involved in the conduct of these events in the field and the functions that support them. The Coordinator will be responsible for numerous SCGA-administered qualifiers and One-Day Series tournaments and will assist at championships, as required. The Coordinator will also support the department’s communications and marketing efforts, as well as its volunteer Rules Official program.

Essential Duties and Responsibilities include:

Conducting Events in the Field
- Serves as the staff in charge of numerous SCGA/CGA/USGA qualifiers in Southern California, as well as One-Day Series tournaments. Primary duties include:
  - Pre-tournament site visits;
  - Golf course set-up;
  - Preparation of player pairings, information sheets, local rules, volunteer assignments;
  - Serves as on-site supervision;
  - Manages numerous volunteers at each event.
- Participates in other SCGA championships, as required.

Communications & Marketing
- Assists in the department’s communications and marketing efforts under the leadership of the Assistant Director and in coordination with the SCGA Communications and Marketing Department. Duties include coordinating communications with clubs, players, and rules officials through various SCGA platforms.
- Monitors participation levels at all the department’s events and executes strategies to increase numbers.
- Helps maintain the online portal and registration systems for the department’s events.

Volunteer Management
- Manages the annual registration process for Rules Officials.
- Manages the department’s program for prospective and new Rules Officials.
- Coordinates training and orientation workshops for Rules Officials.
- Processes requests from outside tournament organizers seeking SCGA Rules Officials for their events.

General Administration
- Provides internal support on all aspects of event administration, including:
  - Fielding incoming phone calls, emails and other forms of communication from participants;
  - Processing entries and managing player profiles;
  - Printing and preparing supplies.
- Coordinates administrative aspects of the One-Day Series, including ordering awards and managing its points program.
Assists with the department’s annual site procurement process.
Performs other duties as may be assigned by the Assistant Director and other members of the team.

**Demonstrated Skills, Abilities and Competencies:**

To perform the job successfully, the Coordinator must demonstrate the following 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 department’s objectives;
- Prioritizes and plans work activities;
- Is accurate and thorough;
- Meets productivity and quality standards of the 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 from a four-year college or university; knowledge of the *Rules of Golf*; and, proficiency in USGA Tournament Management (TM) software.

**Time and Travel:**

The job requires a large amount of travel, mainly throughout Southern California, and requires the employee 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. The employee must be willing to work weekends, early mornings and evenings.

**Physical Demands:**

While performing the duties of this job, particularly at and prior to events, the employee is frequently required to move, lift and carry heavy objects, including 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 Championships & Golf Operations 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 Matt Pawlak (mpawlak@scga.org). Applications will be accepted until the position is filled.