



Job Title: Seasonal Championships Assistant
Reports To: Manager, Championships & Golf Operations
Direct Reports: None
Position Type: Temporary part-time from mid-February to mid-September. 8 to 32 hours per week, depending on event volume.
Compensation: \$18
FLSA Status: Hourly Non-Exempt
Date Created/Revised: January 14, 2021



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 Manager, the Seasonal Championships Assistant will be responsible for numerous SCGA-administered qualifiers and One-Day Series tournaments and will assist at championships, as required. The Field Assistant will provide administrative support for the Team Play programs and other administrative tasks for the department's programming.

Essential Duties and Responsibilities include:

Conducting Events in the Field

-  Serves as the staff in charge of numerous qualifiers for SCGA championships, as well as One-Day Series tournaments. Primary duties include:
 - Pre-tournament site visits;
 - Extensive coordination with host facility personnel;
 - Golf course set-up;
 - Preparing player pairings, information sheets, local rules, volunteer assignments;
 - Serving as on-site supervision; and,
 - Managing numerous volunteers at each event.
-  Participates in other SCGA championships, as required.

General Administration


















-  Provides administrative support for all the department's programs, including SCGA Team Play and Women's Team Play, by:
 - Fielding incoming phone calls, emails and other forms of communication from participants; and
 - Preparing and maintaining USGA TM software.
-  Other tasks and duties as assigned by the management team.





To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Demonstrated Skills, Abilities and Competencies:

To perform the job successfully, the Championship Associate must demonstrate the following skills, abilities, and competencies:

-  Is well organized and able to multi-task 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
-  Is self-directed with a strong work ethic
-  Meets productivity and quality standards of the department
-  Demonstrated proficiency with Microsoft Office programs (e.g. Word, Excel, PowerPoint, etc.)
-  Strong knowledge regarding the game of golf
-  Knowledge of the *Rules of Golf*
-  Proficiency in USGA Tournament Management software

Education and Experience (Preferred):

-  Bachelor's degree from a four-year college or university
-  Work experience in the golf industry

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. It should be noted that SCGA is committed to exploring reasonable accommodations that enable candidates to perform the essential functions of the position.

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 access to a vehicle that can transport tournament supplies, 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.



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 Be Considered as a Candidate:

Please express your interest to Garrett Evert (gevert@scga.org), including a cover letter and résumé. Open until filled.

SCGA is an Equal Opportunity Employer. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.