



SCGA Youth on Course:

Founded in 1983, SCGA Youth on Course is the philanthropic arm of the Southern California Golf Association, one of the nation's oldest and largest regional golf associations with more than 150,000 individual members who belong to more than 1,200 clubs throughout Southern California and Baja California. Youth on Course's mission is to promote the education and character development of Southern California youth through golf.

SCGA Youth on Course is a flexible work environment that promotes diversity, embraces collaboration, and provides leadership opportunities to every team member. We believe golf can be an incredible tool to teach young people and are seeking a highly motivated professional who is passionate about bringing affordable opportunities through the game to young people.

Available Position: Program Coordinator, Golf (Full-time)

The Program Coordinator will be responsible for managing and supporting the program operations of SCGA Youth on Course with a particular emphasis on golf activities. Duties will include, but are not limited to, all Youth on Course golf clubs, the Golf Pass, clinics, play days, donor golf outings, club tournaments, and scholarships. The Program Coordinator reports to the Program Director, works closely with the Program Manager, Instruction, and is supported by the Boatwright intern and other part-time or volunteer interns. The Program Coordinator also assists with development as needed and serves as a representative for the SCGA and Youth on Course to members, constituents, and the public.

Requirements:

- Bachelor's degree (B.A.) from a four-year college or university. 1-3 years of youth development experience, preferably in sports. Golf and fund raising experience is preferred.
- Must have excellent oral and written communication skills; must be detailed oriented, well-organized, and have strong analytical and interpersonal skills.
- Ability to integrate diverse viewpoints, ideas, and opinions working with staff, Board of Directors, and industry stakeholders.
- Must be willing to learn, be a good team member, be self-motivated, and bring a creative energy to the position.
- Proficient in using Microsoft Office and ability to learn program and development software.

Compensation and Benefits:

Salary commensurate with experience. Benefits include medical, dental, vision and other group insurance; paid holidays, vacation, and sick leave; and other employer-sponsored benefits.

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 jalban@scga.org.

Submission deadline is August 15, 2014.